

QUARTERMASTER HANDBOOK

TM 10-265



U.S. Dept. of Army
U.S. War Dept.
Technical Manual



Salvage Repair Company

WAR DEPARTMENT

Washington 25, D. C.

15 November 1943

TM 10-265, Quartermaster Handbook, Salvage Repair Company, is published for the information and guidance of all concerned.

[A. G. 300.7 (29 Aug. 43).]

By order of the Secretary of War:

**G. C. MARSHALL,
CHIEF OF STAFF**

Official:

**J. A. ULIO,
Major General,
The Adjutant General.**

Distribution: IC(6)

(For explanation of symbol see FM 21-6)

Prepared under the direction of
**THE MILITARY TRAINING DIVISION
OFFICE OF THE QUARTERMASTER GENERAL
NOVEMBER, 1943**

TM 10-265
QUARTERMASTER
HANDBOOK
SALVAGE REPAIR COMPANY
SEMIMOBILE

U113
.2
TM 10:265
1943
★ ★

PURPOSE

This handbook is intended to provide the personnel of the quartermaster salvage repair company, semimobile, with a source of condensed information on the organization, operation, and administration of the company. There has been no attempt to make this handbook exhaustive; it must be understood that it only supplements field manuals, technical manuals, training circulars, and other official publications. Its purpose is to furnish a convenient compilation of the basic information and data necessary for the efficient functioning of the company.



M574710

TABLE OF CONTENTS

SECTION I—GENERAL

	Par.	Page
Mission of the company	1	5
Organization of field salvage repair installations.	2	6
Special organization problems	3	6

SECTION II—THE COMPANY

Table of organization	4	7
The cadre	5	7
Duties of key personnel	6	10
Trailer equipment and installations	7	16

SECTION III—TRAINING

Objective of the program	8	21
The training program	9	22
Training specialists	10	25
Methods of teaching.	11	26

SECTION IV—OPERATIONS IN THE FIELD

Bivouac locations	12	27
Bivouac security	13	28
Shoe repair trailer	14	34
Processing shoes	15	34
Detailed shoe repair operations	16	34
Miscellaneous shoe repair operations	17	40
Operation of shoe repair trailer machines	18	40
Clothing and textile repair trailers.	19	41
Processes of clothing repair.	20	41
Types of clothing repair.	21	43
Operations in repairing clothing	22	43
Sizing clothing	23	45
Processes of textile repair	24	48
Types of textile repair	25	48
Change of bivouac	26	49
Operating supplies	27	50

SECTION V—OVERSEAS MOVEMENTS

Initial procedure	28	51
Necessary records and rosters	29	52
At port of embarkation	30	56
Command responsibilities aboard transports	31	57
At port of debarkation	32	58

SECTION VI—SUPPLY AND REPLACEMENT OF EQUIPMENT

	Par.	Page
Initial issue	33	59
Replacement items	34	59
Individual clothing and equipment	35	60
Forms used in requisitioning	36	60

APPENDICES

Appendix A—Check list for training inspection of Quartermaster Salvage Repair Company prior to overseas movement	61
Appendix B—Size determinants and methods of measuring garments	66
Appendix C—Estimated operating supplies	81
Appendix D—Administrative check lists	84
Appendix E—Check list for foreign duty	94
Appendix F—Equipment chart	98
Appendix G—Glossary	101

ILLUSTRATIONS

Figure 1—Organization of a quartermaster salvage repair company, semimobile	8
Figure 2—Organization chart of a quartermaster salvage repair company, semimobile	9
Figure 3—First thirteen weeks training program	23
Figure 4—Second thirteen weeks training program	24
Figure 5—Tallying in shoes for repair at a mobile shoe repair shop	28
Figure 6—Interior of a mobile repair trailer	29
Figure 7—300,000 pairs of worn shoes	29
Figure 8—Matching soles to fit the shoes	30
Figure 9—Raincoat being patched with liquid cement	30
Figure 10—Overedger in operation	31
Figure 11—Rack of shoes with new leather heels and uppers	31
Figure 12—Sewing machines in the textile repair trailer	32
Figure 13—Operation of tack button machine in clothing repair trailer	32
Figure 14—Worn army shoes before repair	33
Figure 15—The same shoes repaired	33
Figure 16—Diagram—Shoe Section	35
Figure 17—Diagram—Clothing Section	42
Figure 18—Diagram—Textile Section.	46

SECTION I

GENERAL

	Paragraph
Mission of the company	1
Organization of field salvage repair installations	2
Special organization problems	3



1. MISSION OF THE COMPANY. a. The quartermaster salvage repair company, semimobile, is designed to repair clothing and equipage in the field. The extent to which it can accomplish this mission is limited by the facilities available on the semitrailers in which repair work is actually done. In general, repairs are limited to the most simple operations in the renovation of shoes, clothing and equipage. Major repairs, such as rebuilding shoes, replacing entire component parts of a garment, and complicated repair of metal items, can be performed more economically and efficiently in a salvage depot.

b. The importance of field repair of clothing and equipment cannot be overestimated. Modern combat conditions make it extremely important that as little material as possible be evacuated from the combat zone or forwarded to it. Efficient salvage repair operations in the field contribute extensively to the economical operation of the supply system, because they permit that system to devote the major portion of its efforts to the transportation of vital tactical materials, such as ammunition, gasoline, and subsistence.

2. ORGANIZATION OF FIELD SALVAGE REPAIR INSTALLATIONS.

a. A quartermaster salvage repair company, a laundry company, a sterilization (or fumigation and bath) company, and a battalion headquarters detachment, constitute a salvage repair battalion, semimobile. It handles the repair of clothing and equipage collected by salvage collecting companies or forwarded by units in the customary manner.

b. A salvage repair battalion can handle the work to be expected from approximately 50,000 troops operating under average conditions.

c. Some items of salvage will require operations of all three units in the salvage repair battalion: that is, sterilization (or fumigation), laundering, and repair. In other instances only one or two of the operations will be required. It is a function of each section of the company to determine the processes which are necessary to accomplish repair and renovation. Items received for repair are separated into two main divisions:

- ①** Items which must be forwarded as waste materials to a quartermaster salvage depot.
- ②** Items which can be repaired locally before going to the proper issuing depot.

3. SPECIAL ORGANIZATION PROBLEMS.

a. Certain field conditions of unusual terrain and climate or specialized operations will make the normal setup of the salvage repair battalion inapplicable. For example, in a country of sharp rocks and exceptionally rugged terrain footwear may need repair after 30 days' use, instead of the average 45 days' use. Under such conditions it may be necessary to add shoe repair sections to the company.

b. Whenever unusual conditions prevail, the battalion headquarters should realign the standard salvage repair setup and make such changes in general operating procedures that are necessary for accomplishing the battalion's mission satisfactorily.

SECTION II

THE COMPANY

	Paragraph
Table of organization	4
The cadre	5
Duties of key personnel	6
Trailer equipment and installations	7



4. TABLE OF ORGANIZATION. *a.* Quartermaster salvage repair companies, semimobile, are organized with the personnel and equipment shown in T/O 10-237, April 1, 1942. (See figure 1.)

b. As indicated by this table, the company is composed of the following subunits:

- 1** Company headquarters.
- 2** 2 platoons, each having:
 - (a) Platoon headquarters.
 - (b) Shoe repair section.
 - (c) Clothing repair section.
 - (d) Textile repair section.

c. A chart depicting the organizational breakdown indicated in subparagraph *b* above is shown in figure 2.

5. THE CADRE. *a.* Each newly activated salvage repair company has a cadre of 11 enlisted men (see column 10, figure 1) about which the organization is built and trained.

ORGANIZATION OF A QUARTERMASTER SALVAGE REPAIR COMPANY, SEMIMOBILE (As of September, 1942)

PERSONNEL AND EQUIPMENT	1	2	3	4	5	6	7	8	9	10	11	REMARKS
	Technician Grade	2 Platoons (Each)										
		Co. Hq.	Pltn. Hq.	Shoe Rep. Sec.	Cloth. Rep. Sec.	Tex. Rep. Sec.	Total Pltn.	Total Co.	Enl. Cadre			
Captain.....	1								1			a Driven by automobile mechanic.
First lieutenant.....		1							1			
Second lieutenant.....									1			
Total commissioned.....		1	1						3			The serial number symbol shown in parentheses is an inseparable part of the specialist designation, and the qualification analysis thereof will be found in AR 615-26.
Master sergeant, including.....	1								1	1		
Superintendent (193).....	(1)								(1)	(1)		
First sergeant (585).....	1								1	1		
Staff sergeant, including.....	3	2						2	7	6		
Foreman, repair (193).....		(2)						(2)	(4)	(4)		
Mess (824).....	(1)								(1)	(1)		
Supply, operating (821).....	(1)								(1)			
Supply, company (821).....	(1)								(1)	(1)		
Corporal, including.....	1								1	1		
Clerk, company (405).....	(1)								(1)	(1)		
Technician, grade 4.....									18			
Technician, grade 5 including.....	18	3	31	27	29	90			77	1		
Private, first class.....									45			
Private.....									58			
Chauffeur (245).....	5			(1)	(1)	(1)	(3)		(6)			
Chauffeur (345).....		(2)	(1)					(1)	(4)			
Clerk, record (323).....	5	(1)	(1)					(1)	(3)			
Clerk, record (323).....		(3)							(3)			
Cook (060).....	4	(2)							(2)	(1)		
Cook (060).....	5	(2)							(2)	(1)		
Cook's helper (521).....		(3)							(3)			
Electrician (078).....	4	(1)							(1)			
Foreman, repair, assistant (204).....	4			(2)				(2)	(4)			
Foreman, repair, assistant (044).....	4						(2)	(2)	(4)			
Foreman, repair, assistant (234).....	4				(2)			(2)	(4)			
Harness maker (192).....	5		(2)					(2)	(4)			
Mechanic, automobile (014).....	4	(1)							(1)			
Metal worker (061).....	5						(2)	(2)	(4)			
Metal worker (061).....							(2)	(2)	(4)			
Operator, sewing machine (200).....	5				(8)	(6)	(14)	(28)				
Operator, sewing machine (200).....					(8)	(6)	(14)	(28)				
Repairman, utility (121).....	4		(1)					(1)	(2)			
Shoe repairman (204).....	5			(8)				(8)	(16)			
Shoe repairman (204).....				(12)				(12)	(24)			
Shoe repairman's helper (204).....				(4)				(4)	(8)			
Tailor (234).....	5				(3)	(4)		(7)	(14)			
Tailor (234).....					(3)	(4)		(7)	(14)			
Orderly (695).....		(1)							(1)			
Basic (521).....		(2)		(2)	(2)	(2)		(6)	(14)			
Total enlisted.....		24	5	31	27	29	92		208	11		
Aggregate.....		25	6	31	27	29	93		211	11		
Carbine, cal. .30.....		19	5	23	20	22	70		159			
Rifle, cal. .30.....		6	1	8	7	7	23		52			
Semitrailer, 2-wheel, van type, clothing repair.....						1		1	2			
Semitrailer, 2-wheel, van type, shoe repair.....				1				1	2			
Semitrailer, 2-wheel, van type, textile repair.....							1	1	2			
Trailer, 1-ton, 2-wheel, cargo.....		1	1					1	3			
Truck, 1/4-ton.....		1							1			
Truck, 3/4-ton, weapon carrier.....		1							1			
Truck, 2 1/2-ton, cargo.....		1	1						3			
Truck, 4- to 5-ton, tractor.....					1	1	1	3	6			

FIGURE 1

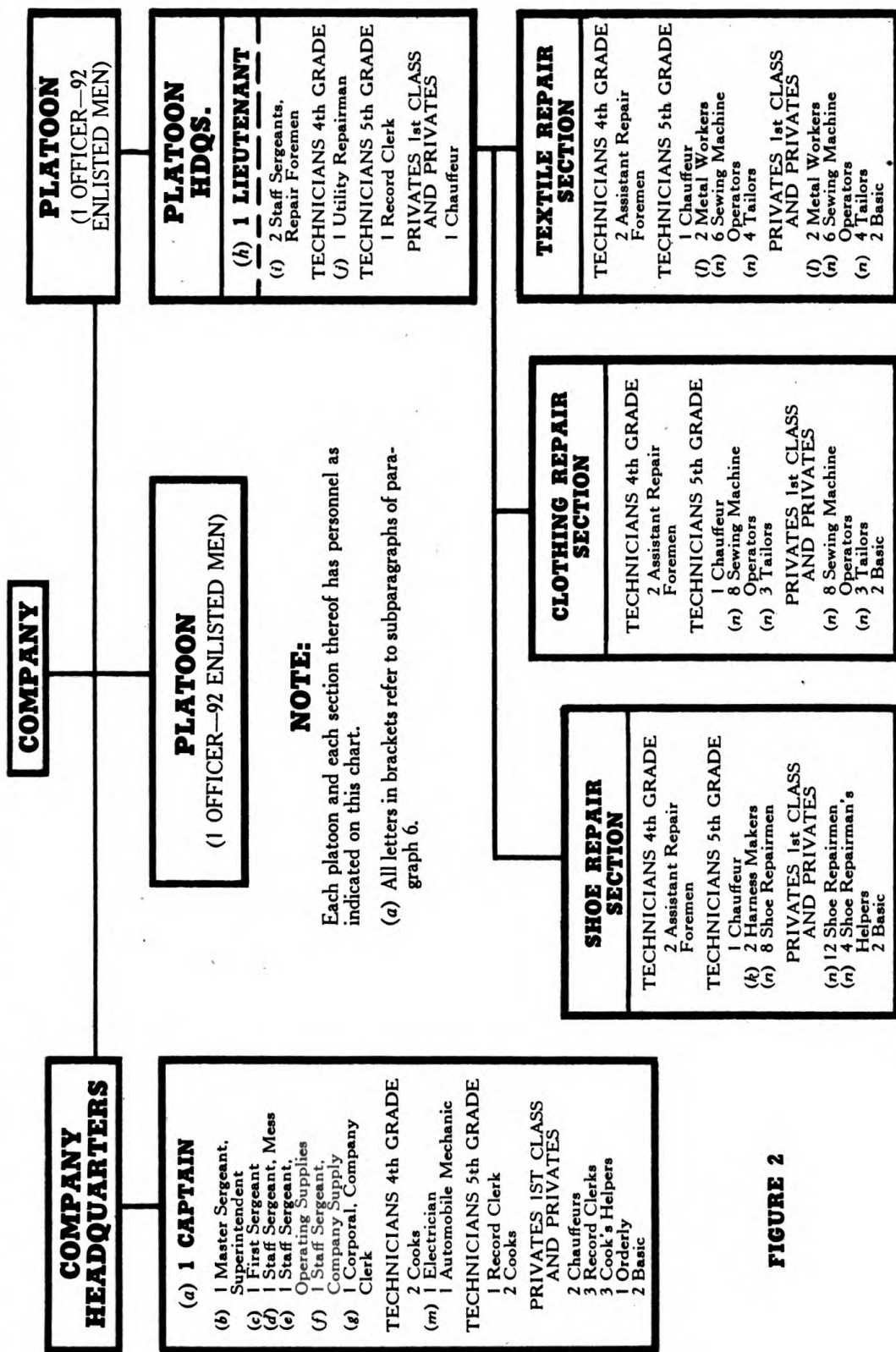


FIGURE 2

b. These men are:

- ① 1 superintendent, master sergeant.
- ② 1 first sergeant.
- ③ 4 repair foremen, staff sergeants.
- ④ 1 mess sergeant, staff sergeant.
- ⑤ 1 unit supply sergeant, staff sergeant.
- ⑥ 1 company clerk, corporal.
- ⑦ 2 cooks, one a technician 4th grade, and one a technician 5th grade.

c. All men in the cadre should be trained and experienced specialists in their particular duties. One of the first duties of company officers with respect to the cadre is to determine the adequacy of each man for his designated position. If a cadreman has not had sufficient training and experience to do his work satisfactorily, officers of the company should make an immediate effort to secure either additional personnel or a replacement competent to perform the cadreman's task. In this connection it should be remembered that each member of the cadre should possess the following qualifications:

- ① Complete training in all phases of basic military.
- ② Technical training and actual experience in the performance of his specialized task.
- ③ Experience in training and supervising subordinates.

d. Company officers should constantly keep in mind that their unit may be requested to furnish all or part of the cadre for the subsequent activation of a new unit. For this reason it is essential that 11 competent understudies of the cadremen be selected at the earliest possible time and trained to fulfill functions of the cadre.

6. DUTIES OF KEY PERSONNEL. It is suggested that in studying the following list of key personnel and their duties, reference be made to the organization chart shown in figure 2. The letters preceding the key jobs shown on the chart are the same as those which follow:

a. Company commander.

Duties of the company commander (captain) are:

- ① To provide efficient administration within the company.

- ② To formulate training schedules in accordance with general policies dictated by higher authority.
- ③ To formulate policies for disciplining and commending enlisted personnel.
- ④ To provide for inspections to insure that troops are properly clothed, fed, and sheltered, and that the company equipment is correctly operated and maintained.
- ⑤ To promote athletic activities and provide an organized physical conditioning program.
- ⑥ To assist all men under his command to solve successfully their problems, personal and otherwise.
- ⑦ To be the model for his men in all things military and personal.
- ⑧ To provide his men with all of the comforts and privileges consistent with good discipline and available at the particular scene of operations. Consideration of these items is an indispensable condition of basic leadership and is second only in importance to the tactical mission. A commander who is sincerely interested in the welfare of his men and looks after their well-being before his personal convenience and comfort, will be repaid one hundred fold in their loyalty and performance of duty.
- ⑨ To provide his men with all of the security possible in any situation.

b. Superintendent.

Duties of the superintendent (master sergeant) are:

- ① To supervise all company activities related to salvage operations. This includes the determining of the proper processes for renovating and reclaiming various items of clothing and equipage.
- ② To determine the extent of repair possible with the available materials and transportation, and advisable with regard to costs and proximity of permanent salvage repair installations.
- ③ To supervise the operation and maintenance of machinery and equipment necessary to operate the semitrailers.
- ④ To advise the commanding officer of deficiencies in personnel, equipment, and operation supplies.
- ⑤ To act as the commanding officer's technical adviser in all operations which are functional rather than administrative.

- ⑥ To assume responsibility for the proper training of all technicians and foremen engaged in technical operations of the semitrailers.

c. First sergeant.

Duties of the first sergeant are:

- ① To act as the company commander's administrative assistant.
- ② To supervise the preparation of all routine company reports and correspondence.
- ③ To relieve the company commander of routine administrative duties.
- ④ To inform the company commander of the progress and morale of the men, so that the commander can make intelligent decisions on promotions, commendations, disciplinary action, granting of furloughs, etc.
- ⑤ To transmit orders of the company commander to the enlisted personnel.
- ⑥ To prepare himself for assuming command of the company if all the commissioned personnel become battle casualties.
- ⑦ To interview each man requesting an audience with the company commander in order to determine whether the problem involved is sufficiently important to warrant the company commander's decision. However, all personnel should clearly understand that if the first sergeant refuses them permission to see the company commander, they may take their problems to the platoon commander, who will arrange an audience if the case merits such action.

d. Mess sergeant.

Duties of the mess sergeant (staff sergeant) are:

- ① To assume responsibility, delegated by the company commander, for procuring, storing, preparing, and serving all meals.
- ② To supervise the operation of all equipment used by mess personnel.
- ③ To train cooks and other kitchen personnel in the proper performance of their duties.
- ④ To insist on cleanliness of the mess hall, the kitchen, all equipment, and all personnel working in the kitchen.
- ⑤ To plan for adequate and sanitary garbage disposal.

- ⑥ To inspect and check all property and property records pertaining to mess operations.

e. Operating supply sergeant.

Duties of the sergeant in charge of operating supplies (staff sergeant) are:

- ① To assume responsibility for maintaining an adequate supply of all materials and equipment necessary for repair work done in the semitrailers and their complementary installations.
- ② To maintain authorized records of the amount of supplies requisitioned, received, used, and on hand.
- ③ To instruct and supervise record clerks, who are assigned to assist him, in the performance of their duties.
- ④ To cooperate with the superintendent of the company in the preparation of requisitions and in the distribution of technical supplies.

f. Company supply sergeant.

Duties of the sergeant in charge of company supplies (staff sergeant) are:

- ① To assume responsibility for procuring, storing, and issuing all items of individual and organizational clothing and equipment authorized for the company.
- ② To maintain authorized records, such as the Company Property Book, Form 32, Form 33, copies of requisitions, etc., that are necessary to indicate the daily situation in regard to unit supply.
- ③ To supervise the marking of individual and company clothing and equipment.
- ④ To assist in taking inventories and checking equipment in the possession of the enlisted personnel.
- ⑤ To formulate complete plans for loading company equipment on trucks should a change of location be ordered. This operation should be practiced under simulated blackout conditions. He should request that this item of training be included in the training program.
- ⑥ To inspect and maintain all fire extinguishing apparatus assigned to the company.
- ⑦ To handle the company laundry and records pertaining thereto.

- ⑧ To advise the company commander and keep him fully informed on all matters pertaining to unit supply.
- ⑨ To assume responsibility for the maintenance and issue of weapons assigned to the company and placed in his possession for storage.

g. Company clerk.

Duties of the company clerk (corporal) are: To prepare pay rolls, rosters, and reports (under the supervision of the first sergeant). The company clerk will perform his duties in the unit personnel section which does administrative work for the salvage repair battalion.

h. Platoon commander.

Duties of platoon commander (first or second lieutenant) are:

- ① To exercise direct supervision over the training of all personnel in the platoon in accordance with the plan of the company commander.
- ② To command and train personnel of the platoon in accordance with policies announced by the company commander.
- ③ To keep the company commander informed of any deficiencies or inadequacies of personnel and equipment.
- ④ To provide leadership, *by example*, in the attainment of military skills and in the practice of self-discipline.
- ⑤ To prepare to take command of the company if called upon to do so during the absence of the commander.
- ⑥ To familiarize himself with administration procedures to be used when the platoon is operating detached from the company and functions as a separate organization.
- ⑦ To obtain technical knowledge about operation and maintenance of the platoon's equipment, so that he can exercise intelligent supervision and conduct comprehensive inspections.

i. Repair foreman.

Duties of the repair foremen (staff sergeants) are:

- ① To act as understudies to the superintendent.
- ② To exercise immediate supervision of all technical salvage matters coming to their platoon, including supervision of the actual operation of semitrailer machinery.

- ③ To assist platoon commanders as technical advisers, particularly when the platoon is operating semi-independently of the company. The relationship between the repair foremen and the platoon commander is similar to that between the superintendent and the company commander.

j. Utility repairmen.

Duties of the utility repairmen (technicians 4th grade) are:

- ① To repair and maintain all operating machinery and equipment, except vehicles.
- ② To cooperate with the unit supply and operating supply sergeants in obtaining needed tools and spare parts.
- ③ To keep the repair foremen and superintendent of the company informed about the mechanical condition of various items of equipment involved in the operation of semitrailers.

k. Harness makers.

Duties of the two harness makers (technicians 5th grade) are:

- ① To repair all items of saddlery and harness within the scope of their mechanical and technical facilities.
- ② To repair other leather items, particularly leather components of equipment.

l. Metal workers.

Duties of the 8 metal workers (four technicians 5th grade and four privates) are:

- ① To inspect canteens, canteen covers, other items of the mess gear and miscellaneous metal items; to determine advisability of repair and to effect such repair.
- ② To act as additional laborers or substitutes for other technicians when not called upon to perform in their particular specialty.

m. Electricians.

Duties of the electricians are: To maintain and repair all electrical installations on each type of trailer operated by the company.

n. Repairmen.

Duties of repairmen (tailors, shoe repairers, and sewing machine operators) are:

- ① To perform the technical operations necessary to accomplish renovation of items coming to the company.
- ② To maintain machines and equipment provided for them.

7. TRAILER EQUIPMENT AND INSTALLATIONS.

a. Six two-wheel, van-type semitrailers are allotted to the company to perform the actual salvage repair functions. There are three trailers in each of the two platoons. One trailer is equipped for shoe repair, one for clothing repair, and one for textile and metal repair.

- ① The semitrailers are approximately 22 ft. long, 8 ft. wide, and 6 ft. 6 in. high.
- ② Motive power for the trailers is supplied by six 4-5 ton, 4 x 4, tractor-trucks.

b. Equipment provided for the operation of the shoe repair trailer should include the following (manufacturers' names and models are given only as guides for procurement):

Description	Unit	Quantity
BLADES, AWL, SADDLERS, No. 8.....	Ea.	7
DISHES, NAIL, SHOEMAKERS, REVOLVING: 6- or 8-compartment.....	Ea.	7
HAFTS, AWL, SADDLERS SEWING: 4-inch length.....	Ea.	10
HAMMERS, SHOEMAKERS, ROUGH FACE: 18 ounces.....	Ea.	10
HAMMER, TACK MAGNETIZED: 8 ounces.....	Ea.	1
JACK, BENCH STYLE: 12" U.S.M.C. or equal, with one medium and one large last to fit U.S. Army last shoes.....	Ea.	7
KNIVES, SHOE: Curved lip, left hand, size No. 2, U.S.M.C. or equal.....	Ea.	6
KNIVES, SHOE: Curved lip, right hand, size No. 2, U.S.M.C. or equal.....	Ea.	45

Description	Unit	Quantity
MACHINE, FINISHING:		
Complete with blower—one edge trimmer—one heel breaster scouring wheel, one protected edge scouring wheel, one 4½" bottom sander, and one F.S. scouring wheel on scouring shaft—two tan bristle brushes, one shank burnishing roll, and one edge setter device equipped with friction heating on burnishing shaft—scouring shaft to run at a suitable speed for scouring and burnishing shaft to run at a slower speed for burnishing—either right or left hand with edge trimmer on end—overall length not to exceed 9'—overall width not to exceed 2'—complete with motor, electric, 1½ h.p., single phase, 60 cycle, 220 volt, approximately 1750 r.p.m., fully enclosed, capacitor type and enclosed manual starter having thermal overload protection.....Ea.	1	
(a) MACHINE, SHOE PATCHING, FOOT POWER: For patching shoe uppers. Complete with stand for foot-power operation, rocking treadle (ball-bearing)—Universal upper feed—oscillating horizontal shuttle—three extra belts and hooks.		
Singer Model 29K60 or equal.....Ea.	1	
(b) Needles for above, size 21.....Ea.	200	
MACHINE, COMBINATION SOLE CUTTER AND SKIVER:		
Bench model, hand operated, complete with three extra blades....Ea.	1	
MACHINE, STITCHING:		
Curved needle, lock stitch, heavy duty, electrically heated and equipped with thermostatic heat control, and designed for stitching 9-10 iron outer soles to welt edge shoes of U.S. Army service type; equipment to include bobbin winder, foot starter, presser foot (hand or foot operated), switch control box, tool shelf, work light, six size 45 needle guides with screws, six apron type work tables (large slot), six lifters, six loopers, three awl clamps complete, three needle clamps complete, six channel knives, and three extra stitcher belts with hooks—complete with motor, electric, ½ h.p., single phase, 60 cycle, 220 volt, 1750 r.p.m., fully enclosed, capacitor type and enclosed manual starter having thermal overload protection.....Ea.	1	
NIPPERS, END CUTTING:		
6-in. length.....Ea.	8	
NIPPERS, SHOEMAKERS, TACK-CUTTING:		
12-inch length (approx.).....Ea.	1	
PINCERS, SHOEMAKERS:		
8-inch length.....Ea.	8	
PULLERS, TACK, SHOE, DRIVE.....Ea.	8	
PUNCHES, BELT, REVOLVING:		
4-tube.....Ea.	1	
RASPS, SHOE, FLAT:		
9-inch length.....Ea.	8	

Description	Unit	Quantity
REMOVERS, EYELET, SHOE.....	Ea.	1
REMOVER, HEEL:		
Hardened steel, U.S.M.C. Type A or equal.....	Ea.	8
SET, GENERATING, GASOLINE DRIVEN:		
5 K.V.A., 115/230 volts, 3 wire, alternating current—Kohler or equal (See CCC specifications).....	Ea.	1
SETS, NAIL:		
1/8" diameter of point, 4" long.....	Ea.	8
SHEARS, COMMON:		
For cutting patching machine thread, 10" long.....	Ea.	1
SET, EYELET, SHOE.....	Ea.	1
TABLES, WORK, UTILITY BUILT:		
2' wide x 6' long x 2 1/2' high.....	Ea.	2
Tent, storage, with Fly-Pins and Poles.....	Ea.	4

c. Equipment provided for the operation of the clothing trailer should include the following (manufacturers' names and models are given only as guides for procurement):

Single needles machine, Singer Model 31-15, complete with stand and light.....	Ea.	6
Darner, Singer, complete with stand and light.....	Ea.	1
Button machine, style 175-60.....	Ea.	1
Machine, tack button, hand.....	Ea.	1
Generating Portable, 5KW, 120/240 Volts, No. 23389 complete. U. S. Motor Corp.....	Ea.	1
Battery, 6 volt wet S-W-2-105.....	Ea.	1
Bobbins.....	Ea.	10
Bobbins, No. 203470.....	Ea.	6
Bobbin and shuttle hook assembly, No. 19292.....	Ea.	2
Booklet—Parts list for Trailer.....	Ea.	1
Button hook, No. 175085 for 175-60 machine.....	Ea.	6
Flat button attachment No. 175085.....	Ea.	1
Shank button attachment No. 175085.....	Ea.	1
Fifth wheel, complete.....	Ea.	1
Fire extinguisher (hand type).....	Ea.	1
Keys (trailer doors).....	Ea.	6
Keys for kit of tools.....	Ea.	2
Keys for padlocks.....	Ea.	4
Kit, tools—generator set.....	Ea.	1
Lamps, 6-2 volt, frosted.....	Ea.	7
Master padlocks (cabinet).....	Ea.	2
Needles, assorted, hand.....	Pkg.	18
Needles, 16 x 87-18.....	Ea.	200
Needles, No. 126 x 3-18.....	Ea.	100

Description	Unit	Quantity
Needle guides, No. 175547.....	Ea.	6
Needles, 175 x 7-20.....	Ea.	100
Needles, 175 x 722.....	Ea.	100
Part No. 175389.....	Ea.	1
Part for shank button attachment No. 175667.....	Ea.	1
Pins, dressmaker No. 5.....	Lb.	1
Shuttle, hook, complete, No. 238250.....	Ea.	1
Spring, tension No. 43945.....	Ea.	1
Spring, take-up No. 43956.....	Ea.	3
Stands, thread.....	Ea.	7
Take-up springs, No. 202410.....	Ea.	1
Tape measure, 60" with crotch piece.....	Ea.	2
Tent, storage with Fly-Pins and Poles.....	Ea.	4
Thimble, closed end.....	Ea.	6
Thimble, open end.....	Ea.	6
Trimmer, belt, 7".....	Ea.	2
Yardsticks, wood.....	Ea.	3

d. Equipment provided for the operation of the textile and metal repairs should include the following (manufacturers' names and models are given only as guides for procurement):

Overedging machine, Singer, complete with stand and light.....	Ea.	1
Single needle, Singer, complete with stand and light.....	Ea.	4
Single needle, darner, Singer, complete with stand and light.....	Ea.	1
Machine, tack button, hand, M-No. 612.....	Ea.	1
Generating portable, 5 KW, 120/240 volts, No. 23390 complete. U. S. Motor Corp.....	Set	1
Battery, 6 volt wet S-W-2-119.....	Ea.	1
Belts, leather sewing machine.....	Ea.	8
Bobbins.....	Ea.	10
Bobbins, No. 203470.....	Ea.	6
Bobbin and shuttle hook assembly, No. 19292.....	Ea.	2
Booklet—Parts list for Generator.....	Ea.	1
Booklet—Parts list for Trailer.....	Ea.	1
Button knife, No. 42046.....	Ea.	2
Button looper, No. 42166.....	Ea.	3
Chalk, marking, No. 500.....	Pcs.	36
Fid, hand splice.....	Ea.	1
Fifth wheel, complete.....	Ea.	1
Fire extinguisher (hand type).....	Ea.	1
Keys (trailer doors).....	Ea.	6
Keys for padlocks.....	Ea.	4
Kit of tools (generator set).....	Ea.	1
Lamps, 8 volt, frosted.....	Ea.	7
Master padlocks (cabinet).....	Ea.	2
Middle looper, No. 42114.....	Ea.	3
Needles, 16 x 87-21.....	Ea.	200
Needles, 81 x 1-21.....	Ea.	100
Needles, 81 x 5-18.....	Ea.	3

Description	Unit	Quantity
Needles, 81 x 5-19.....	Ea.	3
Needles, 126 x 3-20.....	Ea.	100
Needles, 126 x 3-21.....	Ea.	100
Needles, assorted, hand.....	Pkg.	18
Pins, dressmaker No. 5.....	Lb.	1
Setting die, grommet 1-c.....	Ea.	1
Setting die, grommet 4-c.....	Ea.	1
Setting die, grommet 5-c.....	Ea.	1
Shuttle hook, complete, No. 238250.....	Ea.	1
Spring, take-up, No. 42946.....	Ea.	3
Spring, take-up, No. 202410.....	Ea.	6
Spring, tension.....	Ea.	1
Stands, thread.....	Ea.	6
Tape measure, 60", with crotch piece.....	Ea.	1
Tent, storage with Fly-Pins and Poles.....	Ea.	4
Thimble, closed end.....	Ea.	6
Thimble, open end.....	Ea.	6
Topknife, No. 42111.....	Ea.	1
Topknife, No. 42213.....	Ea.	1
Trimmers, bent, 7".....	Ea.	2
Yardsticks, wood.....	Ea.	3

e. In addition to the semitrailers, the salvage repair company is provided with the following vehicles:

- ①** One 1/4-ton truck for company headquarters.
- ②** Three 2 1/2-ton cargo trucks; one for company headquarters and one for each platoon headquarters.
- ③** Three one-ton, two-wheel cargo trailers assigned the same headquarters as the 2 1/2-ton cargo trucks.
- ④** One 3/4-ton weapon carrier assigned to company headquarters and driven by the automobile mechanic.
- ⑤** Six 4- to 5-ton tractors, one assigned to each section of each platoon.

f. When it is necessary to transport all personnel of a company on a change of bivouac, transportation is provided by trucks of the division or corps motor pool.

g. This Handbook is not to be considered authority for basis of issue. See T/BA 10 and TE 10-237.

SECTION III

TRAINING

	Paragraph
Objective of the program	8
The training program	9
Training specialists	10
Methods of teaching	11



8. OBJECTIVE OF THE PROGRAM. Company officers who are to select subjects and allot time for training personnel should keep in mind the following fundamental considerations:

a. The salvage repair company may too easily be considered only an organization of technical specialists, as its specialized functions require trained shoe repairmen, tailors, sewing machine operators, metal workers, etc. It must not be forgotten, however, that the salvage repair company is a military organization, and that it cannot successfully accomplish its *entire* mission unless all members are *soldiers* as well as technicians.

b. The salvage repair company will normally operate in rest areas well to the rear of the combat zone. But in this location officers and enlisted men must never be permitted to feel secure from enemy attack, particularly air raids. The importance of military discipline, adequate defense measures, and physical efficiency must not be overlooked.

c. There is only one infallible method of training a company so that it will have the knowledge to perform its specified duties and the morale to pursue such duties with the energy and enthusiasm essential to truly

efficient operations. That method is demonstrated leadership and participation by commissioned and noncommissioned officers.

9. THE TRAINING PROGRAM. **a.** The approved training programs for quartermaster salvage repair companies, semimobile, appear in figures 3 and 4.

b. The degree of training of various members of the command will vary greatly. Some men will have had considerable military experience (at least the complete course in basic military), but practically no technical training. Other men will be technical experts, either because of their civilian occupations or because of Army specialist training, but will have had little or no training in military subjects. For this reason, the company commander should make a detailed inventory of the training undergone by each member of the organization. He should then devise his own training schedule to overcome deficiencies.

c. When giving additional training in basic military, and when considering probable bivouac locations of the company, it is recommended that the following subjects be stressed:

- ① Recognition of air and armored units, hostile and friendly.
- ② Use of small arms weapons, grenades, and improvised weapons in defense against aircraft, mechanized units, and ground troops. This training should include use of rifles, carbines, machine guns (.50 caliber), submachine guns, and rocket launchers. (See WD AGO Memo. W700-9-43, Feb. 11, 1943.)
- ③ Construction of fox holes, slit trenches and other hasty fortifications.
- ④ Problems incident to operation under unusual climatic conditions.
- ⑤ Demolition of company equipment in the event of imminent capture. (It will be necessary to have a complete and thorough plan devised. Anything less than a well-thought-out and *rehearsed* plan will be inadequate.)
- ⑥ Selection of bivouacs, stressing the necessity of obtaining a location which will provide adequate cover not only for the salvage repair units but for any personnel and equipment which may be assigned to it. Other factors to be considered in selecting bivouacs are: level ground, good drainage, accessibility, and proximity to other salvage and supply installations.
- ⑦ Map reading, including some study of maps of foreign countries.

FIRST THIRTEEN WEEKS TRAINING PROGRAM QUARTERMASTER SALVAGE REPAIR COMPANY, SEMIMOBILE

Subject	Text Reference	Total Hours	Hours Per Week												
			1	2	3	4	5	6	7	8	9	10	11	12	13
Basic military subjects.															
Duties of personnel—Mission; organization; transportation and equipment; functions and duties of specialized personnel; relationship of sections.	T/O 10-237, TM 10-260.	256	48	48	48	48	48	8	8	8	8	8	8	8	8
Vehicles and equipment—Types and use; operation and maintenance (including general repair and service).	TM 10-510; TF 11-551 to 11-559 incl.; FS 10-43.	24													
Vehicle loading of supplies—Utilization of space; typical arrangement of repair units and equipment; availability of supplies for efficient operation; practical demonstration.	TM 10-250.	12								12	12	12	12	12	
Procurement—General procurement; classes of supplies for procurement; special purchases; records, etc.	Procurement Regulations, September 5, 1942	8								4	4				
Receiving, sorting, and inspection—Shoes, leather goods, textiles and clothing; repair or salvage; distribution or shipment.	TM 10-226; TM 10-227; TM 10-260.	36								4	4	12	12	16	
Operations:															
Shoes and Leather Goods—General bench work; preparation of welts; nailing of soles and heels; repair of uppers; machine sewing and finishing; leather patching, etc.; duties of personnel in actual operations.	TM 10-260.														
Clothing and Textiles—Machine repair; hand operations; patching, alterations, etc.; duties of personnel in actual operations.	TM 10-260.	32								6	6	8	8	12	
General Metal Repair.															
Specialist training:															
Machinist (061)		160					40	40	40	40					
Chauffeur (345)		(160)					(40)	(40)	(40)	(40)					
Automobile Mechanic (014) Carburetor and ignition, chassis specialist, engine specialist.		(160)					(40)	(40)	(40)	(40)					
Clerks (323)		(160)					(40)	(40)	(40)	(40)					
Textile repairman (234)		(160)					(40)	(40)	(40)	(40)					
Electrician (078)		(160)					(40)	(40)	(40)	(40)					
Shoe repairman (204)		(160)					(40)	(40)	(40)	(40)					
Reviews, examinations and demonstrations; training inspections; corrections in training deficiencies; field exercise on operation of unit in the theater of operations; preparation of unit for activation.		48													48
Total		624	48	48	48	48	48	48	48	48	48	48	48	48	48

¹All specialists called for in T/O 10-237, April 1, 1942, such as chauffeur (345), automobile mechanic (014), clerk (323), tailor (234), electrician (078), and shoe repairman (204), will normally be furnished from specialist schools of the Quartermaster Corps, but, when necessary, training of these men can be accomplished during a second 4-week training period by programs applicable to their specialty.

Metal workers (061) and harness makers (192) will be trained at specialty schools and replacement training centers, or obtained directly, at reception centers from inductees having the necessary previous civilian specialty experience.

FIGURE 3

SECOND THIRTEEN WEEKS TRAINING PROGRAM

Subject	Text Reference	Hours Per Week											
		Total Hours	1	2	3	4	5	6	7	8	9	10	11 12 13
BASIC MILITARY SUBJECTS:													
Articles of war; pitching shelter, pyramidal and wall tents; physical training and mass games; field sanitation; special weapons; close order drill; extended order drill and combat principles.	FM 7-10, FM 7-15, FM 8-40, FM 21-5, FM 21-10, FM 21-15, FM 21-20, FM 21-100, FM 21-150, FM 22-5, FM 23-7, FM 23-10, FM 23-30, FM 23-40, FM 23-65, TM 9-294, TM 9-390, TM 9-1215, TM 9-1225, TM 9-1270, TM 9-1990, TM 9-2200, TM 9-2210; TF 7-560, TF 7-561, TF 11-184, TF 11-235, TF 17-963 to TF 17-967 incl.; FS 7-18, FS 7-19, FS 8-1, FS 8-2, FS 8-7, FS 8-9, FS 8-24, FS 8-39, FS 17-2; Manual for Courtsmartial; WD Training Cir. 87 and 104, 1942.	80	8	8	8	8	8	8	8	8	8	8	8
MAP READING:													
Use of local road maps; selection of camp and operating sites; sketching.	FM 21-26, FM 21-35, FM 21-100, FM 25-10, FM 30-20; TM 21-300; TF 5-12, TF 11-556; FS 5-1.	20	4	4	4	4	4						
SECURITY:													
Reconnaissance; defense against mechanized, guerrilla, chemical, air and paratroop attack; concealment, dispersal, and camouflage; protective clothing; slit trenches and fox holes.	FM 5-15, FM 5-20, FM 10-10, FM 21-40, FM 21-45, FM 21-100, FM 21-150, FM 23-10, FM 30-25; TM 5-269, TM 21-300; TF 3-650, TF 5-146, TF 5-148, TF 5-149, TF 5-645, TF 5-646, TF 5-648; TF 5-649, TF 7-108, TF 7-234, TF 7-275, TF 7-280, TF 25-394; FS 3-1, TC's 73, WD 1941, and 52, 1942.	40	4	4	4	4	4	4	4	4	4	4	4
DECONTAMINATION:													
Use of apparatus to decontaminate equipment, supplies and areas	FM 21-40, FM 25-10; TM 3-215, TM 3-220, TM 8-285; TM 10-260; TF 3-667, TF 3-687; FS 3-3, FS 3-11; TC 76, WD 1942.	16	4	4	2	2	2			2			
DEMOLITIONS:													
How and when to demolish equipment and supplies.	FM 5-25, FM 23-30; FM 9-2900; TM 21-300; FS 7-4.	16			2	2	2			2	4	4	
OPERATIONS:													
Shoes and Leather Goods—general bench work; preparation of welts; nailing of soles and heels; repair of uppers; machine sewing and finishing; leather patching, etc.; duties of personnel in actual operations.	FM 10-5, FM 10-10; TM 10-260.												
Clothing and Textiles—machine repair; hand operations; patching; alterations, etc.; duties of personnel in actual operations.	FM 10-5, FM 10-10; TM 10-260.												
General Metal Repair.	FM 10-5, FM 10-10; TM 10-260.												
Night operations—light discipline.	FM 25-10; TM 10-510; TM 9-2810, TM 10-590.	288	26	26	26	26	26			30	30	30	34
First and second echelon maintenance of mobile equipment, including tractors, trailers and trucks.													
FIELD OPERATIONS:													
Tactical and logistical functioning.		96								48	48		
INSPECTIONS:													
Basic and technical.	FM 21-100, FM 22-5; TM 9-2810, TM 10-260; FS 8-13.	20	2	2	2	2	2			2	2	2	2
Reviews, examinations, corrections in training deficiencies, and preparation of unit for activation.		48											48

FIGURE 4

8 Principles of camouflaging personnel and equipment with special emphasis on camouflage discipline.

9 Water discipline, requiring the troops to do several days' work on small amounts of water.

10 Defense against chemical attack.

11 Detection of booby traps.

d. For detailed information on the above, see text references listed for basic military, map reading, security, decontamination, and demolitions, in the training program for second thirteen weeks (figure 4). Further references may be found in FM 21-6, List of Publications for Training, FM 21-7, List of Training Films, Film Strips, and Film Bulletins, and recent War Department Training Circulars.

10. TRAINING SPECIALISTS. To insure adequate training of certain specialists assigned to the company, the following additional training programs are prescribed:

a. The automobile mechanic should study the following technical manuals: 10-540, 10-550, 10-560, 10-565, 10-570, 10-580, and 10-585. He should also study the maintenance manuals and parts list which are included as part of the equipment of vehicles assigned to the company.

b. Textile repairmen should study TM 10-225, TM 10-250, and TM 10-260.

c. Electricians should study TM 10-570, TM 10-580, and TM 10-590. They should also study all available manufacturers' manuals and trade manuals covering thermostats, wiring, ammeters, voltmeters and generators.

d. Shoe repairmen should study TM 10-226, TM 10-227, TM 10-250 and TM 10-260.

e. The superintendents and foremen (specification serial No. 193) should study FM 10-5, FM 10-10, FM 100-5, FM 100-15, FM 101-10, TM 10-225, TM 10-227, TM 10-226, TM 10-250, TM 10-260, TM 10-310.

f. The mess sergeant and cooks should study TM 8-220, TM 10-210, TM 10-215, TM 10-405, TM 10-410, and FM 10-5.

11. METHODS OF TEACHING. **a.** Whenever possible, teaching methods should incorporate visual aids and actual field demonstrations. Lectures should be used as infrequently as possible; when they are used they should be informal, and should leave time for discussion and for asking and answering questions. It is imperative that instructors be thoroughly prepared in their subjects, that they admit inability to give answers which they do not know, and that they fulfill any promise to obtain information necessary to answer any question.

b. Visual aids to learning may be employed by the use of training films, film strips, models, and sand tables. Students' interest is often stimulated by permitting them to construct models and sand tables demonstrating the principles they have learned.

c. Actual field demonstrations and tests are the most valuable methods for attaining efficiency in the subjects mentioned under basic military. Only by actual use of weapons, actual practices to maintain camouflage discipline, etc., can the soldier be trained thoroughly in the methods of field operations.

d. Commissioned officers should use training exercises to demonstrate and *develop* their own abilities as leaders.

e. All officers and noncommissioned officers who will teach or train personnel should be thoroughly familiar with the following:

- ① FM 21-5, Military Training.
- ② FM 21-6, List of Publications for Training.
- ③ FM 21-7, List of Training Films, Film Strips, and Film Bulletins.
- ④ Quartermaster Handbook, "Methods of Teaching."

SECTION IV

OPERATIONS IN THE FIELD

	Paragraph
Bivouac locations.	12
Bivouac security	13
Shoe repair trailer	14
Processing shoes	15
Detailed shoe repair operations	16
Miscellaneous shoe repair operations	17
Operation of shoe repair trailer machines	18
Clothing and textile repair trailers	19
Processes of clothing repair	20
Types of clothing repair	21
Operations in repairing clothing	22
Sizing clothing	23
Processes of textile repair	24
Types of textile repair	25
Change of bivouac	26
Operating supplies	27

12. BIVOUAC LOCATIONS. **a.** Actual bivouac location of a salvage repair company, or any of its component parts, is usually determined by the command to which the company and salvage repair battalion are attached. This means, in the majority of instances, that the location of the company will be announced in a field or administrative order issued by a corps headquarters. (See FM 101-5.)

b. A salvage repair battalion generally is assigned areas within which it may set up its various installations. The battalion commander then issues an order stipulating more exact locations within this general area.

c. It is the responsibility of the company commander to find the exact spot in the general location given in the battalion order, which will be most favorable to the efficient operation of his organization. In this connection the company commander should consider the following desirable features:

- ①** Solid, well drained ground which will provide adequate support for the semitrailers and the truck-tractors in any weather.
- ②** Fairly even terrain which will permit leveling of the semitrailers with minimum difficulty.

- 3 Overhead covering to prevent aerial observation.
- 4 Accessibility to the road net.

13. BIVOUAC SECURITY. **a.** As stated in paragraph 12, location of salvage repair units is usually a function of higher commands. The provision of security for these locations is similarly a function of such command. However, in some instances units of the salvage repair company will be operating as detached and practically independent organizations. **b.** In all instances the following principles of bivouac security should be observed:

- 1 Posting of adequate guards and gas sentries.
- 2 Formulating and rehearsing a defense plan in which all personnel of the unit are assigned specific tasks. (This should include assignment of personnel for demolition in case such action becomes necessary.)
- 3 Maintenance of camouflage discipline.
- 4 Construction of slit trenches and other hasty fortifications.



FIGURE 5

Tallying in shoes for repair at a mobile repair shop.

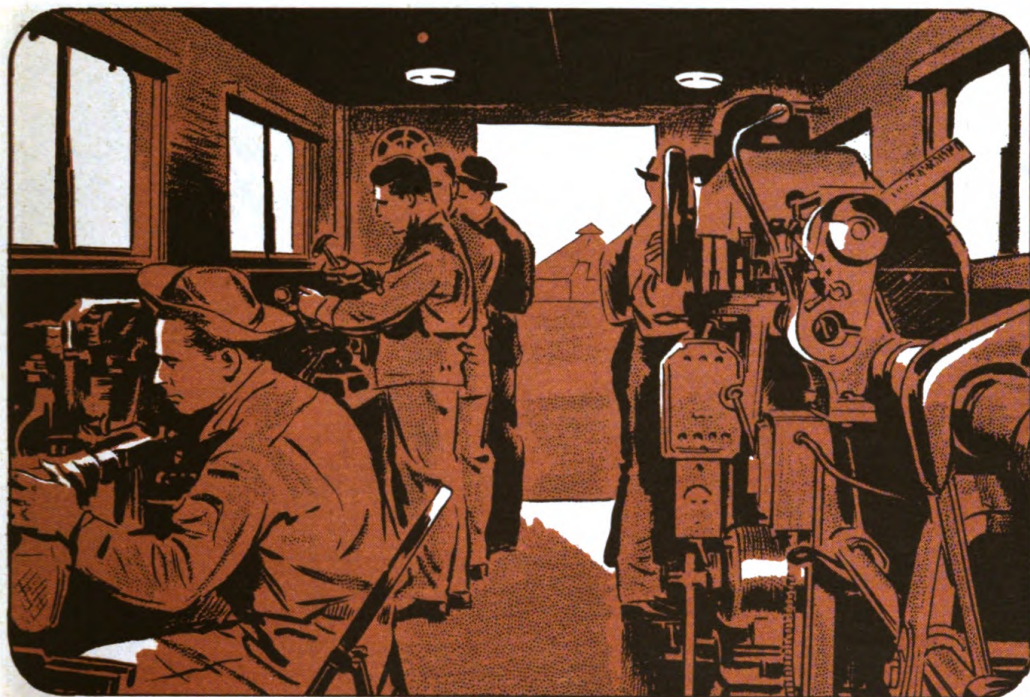


FIGURE 6

The interior of a mobile shoe repair trailer. The man on the left, forward is operating the foot operated patching machine which repairs shoe uppers. At the right forward part of the finishing machine is seen. Immediately to the rear of the finishing machine is the curved needle stitcher (note man's hand on guide wheel).



FIGURE 7

300,000 pairs of worn shoes, which will be repaired and returned to service.



FIGURE 8

Matching soles to fit the shoes.



FIGURE 9

Raincoat being patched with liquid cement; operation performed in textile repair trailer.

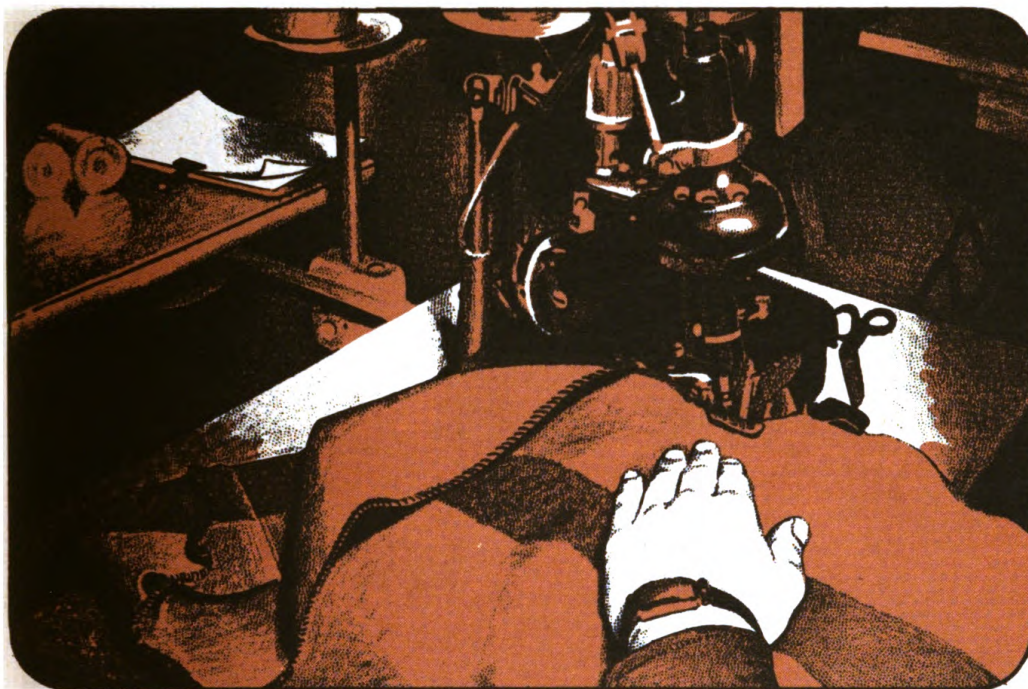


FIGURE 10
 Illustration of overedger in operation (textile repair trailer).
 This machine stitch prevents ravelling of fabric.



FIGURE 11
 Rack of shoes after new leather heels and soles have been affixed to reclaimable uppers.



FIGURE 12

Sewing machines in the textile repair trailer.

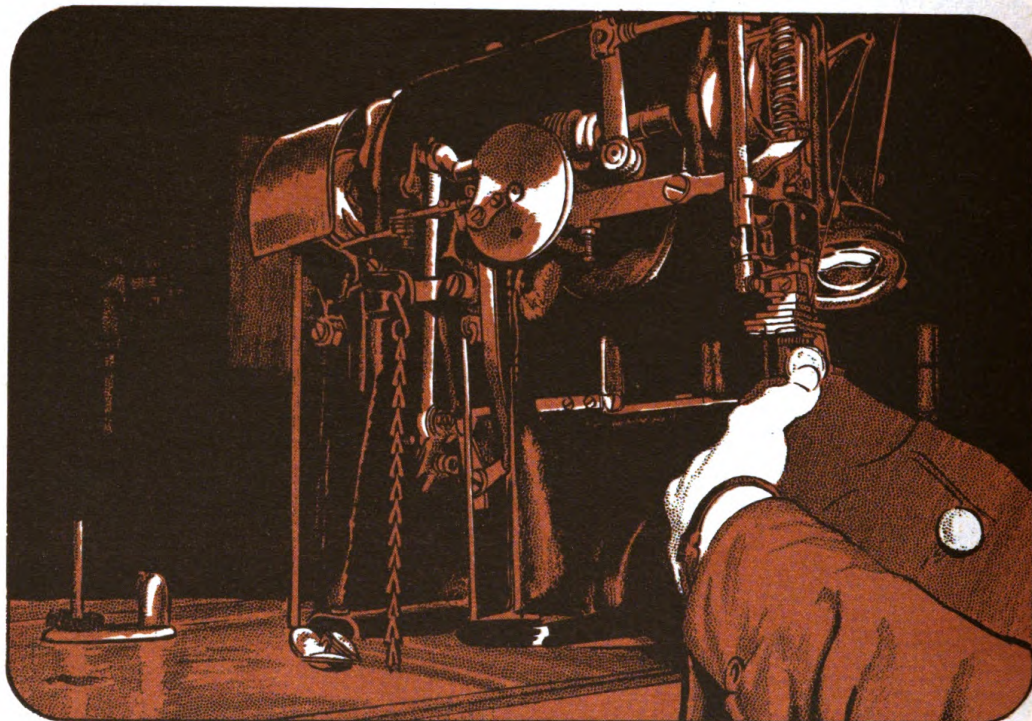


FIGURE 13

Operation of tack button machine in clothing repair trailer.



FIGURE 14

Worn army shoes before repair.



FIGURE 15

The same shoes repaired; a shoe comparable in every way to the original product.

14. SHOE REPAIR TRAILER. a. The mobile shoe repair 2-wheel semitrailer has a pay load of six tons. When stationary, the trailer is supported by two dolly wheels and jacks at both forward corners.

b. Tires are 9.00 x 20 and carry 65 pounds pressure.

c. Over-all length of the trailer is 22½ feet; width is 8 feet and height 11 feet.

d. Interior width is 7½ feet; interior length is 20 feet.

e. There is a door at each end of the trailer and three windows on each side.

15. PROCESSING SHOES. a. As will be noted in figure 16 on the following page, the shoe repair unit is composed of a receiving section, trailer repair section, and shipping section.

b. The receiving section operates in a storage tent and its primary duties are to sort and inspect shoes to determine repairability. Shoes which are not repairable by the mobile unit are segregated with waste materials for return to a base salvage depot.

1. Repairable shoes are mated and tied together. In order to determine shoe size, it is necessary to locate the manufacturers' marking on either the outsole near the breast of the heel, on the inside of the uppers, or on the inside of the insole at the center of the shank.

2. The repairable shoes are forwarded to the jack-men.

c. When the shoe repairs have been completed, shoes are forwarded to the shipping section tent where heel pads are inserted and a careful inspection is made to see that repairs comply with specifications. Shoes are then separated into groups according to organizations, depots, and other installations which will call for them or to which they will be forwarded.

16. DETAILED SHOE REPAIR OPERATIONS.

a. When shoes reach the unit they are immediately counted and recorded on an incoming tally, prepared in duplicate. They are checked by the tally clerk, who signs a receipt for them.

b. The shoes are inspected to determine whether or not repair is warranted or possible, or if the shoes should be sent to a base salvage depot.

SHOE SECTION

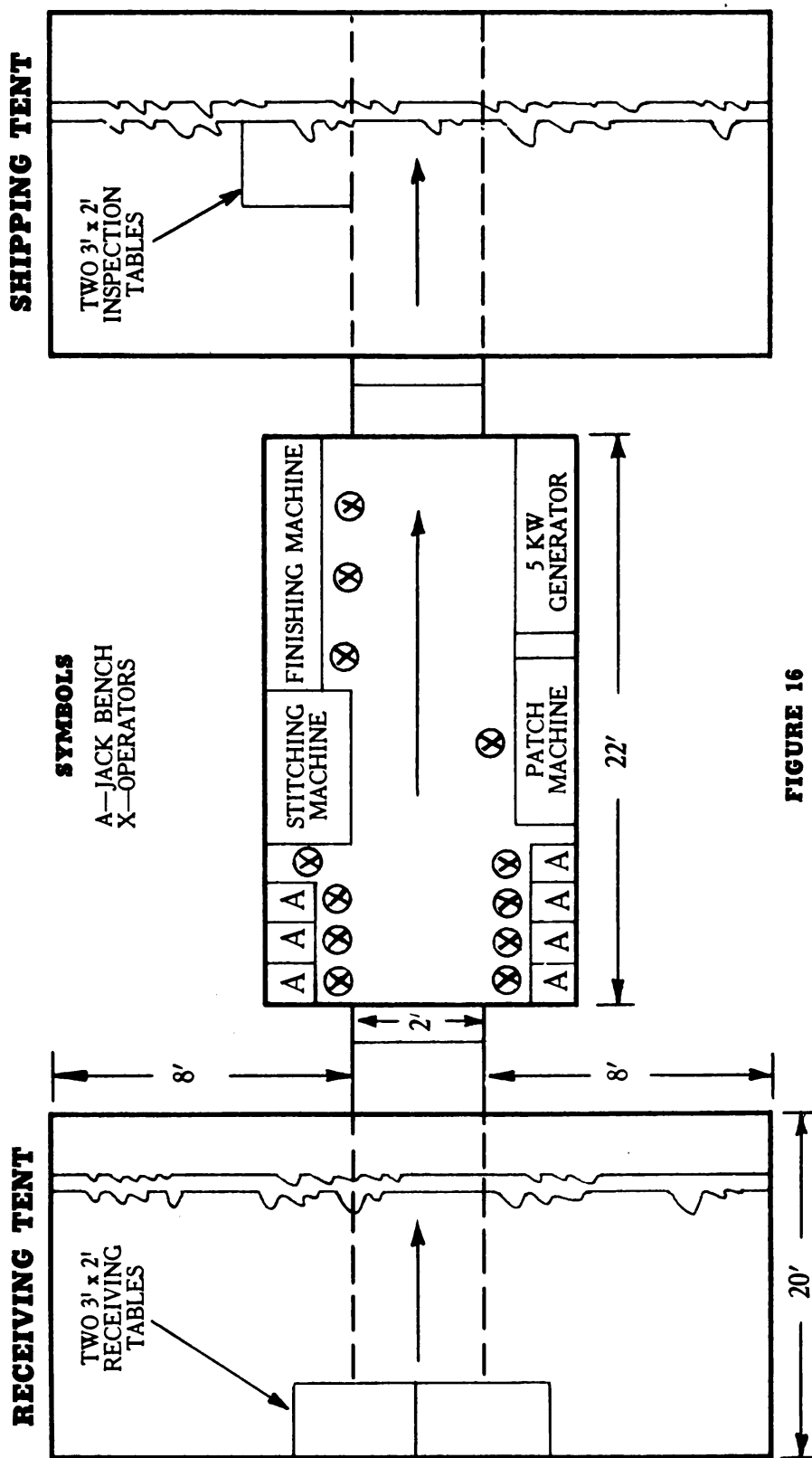


FIGURE 16

c. The first operation in the repair section is accomplished by a jack-man, who measures the sole and marks on the shank of the shoe the place at which he will begin to skive.

1. The first tool the jack-man uses is a straight knife. He inserts the point between the welt and the outer sole, so that he can cut the stitches. When the stitches have been cut, the sole is cut off about $1\frac{1}{2}$ inches above the line previously marked on the shank (to make it $\frac{1}{4}$ -inch nearer the heel breast on the outside of the shoe than on the inside).

2. The jack-man next skives the shank from the line toward the toe of the shoe, tapering the shank down to match with the tapering part of the new tap.

3. The slipsole is examined to determine whether it must be replaced or whether a patch is sufficient. Shoes which are worn through the bottom filler and/or innersole cannot be economically repaired. If the slipsole is in satisfactory condition, all lumps which have formed in it (or in the innersole) are leveled out with a hammer. If the innersole is curled, it should first be dampened by pouring a slight amount of water into the shoe.

4. The slipsole and the flesh side of the new tap are roughened with a rasp.

5. The tap is placed on the shoe and clinched with a double row of nails inserted near the margin where the tap joins the shank. A $6/8$ clinch nail is used.

6. Cement is applied to the flesh side of the tap and the slipsole.

7. While the cement is drying the jack-man inspects the heel.

8. If the heel needs replacing, the shoe is held firmly on the last with the left hand and the old heel removed with the pincers. If all nails do not come out with the heel they are removed with the same pincers. Old nail holes are filled with wooden shoe pegs and a new rubber heel is attached. Nails driven into the heel are pointed inward and set with the nail set.

9. The jack-man next straightens the bottom of the shoe and brings the tap against the slipsole, driving in a clinching nail about $1\frac{1}{2}$ inches from the toe. The tap is hammered, especially around the edges, to assure cementing, and is now ready for the stitching and finishing operations.

d. The operator of the curved needle stitcher takes the shoe in his left hand and proceeds as follows:

- ①** Raise presser foot.
- ②** Place the heel of the shoe under the shuttle case.
- ③** Tilt the toe of the shoe upward until the welt clears the needle plate or work table, so that at the same time the welt goes back against the shoe guide.
- ④** Release presser foot and set firmly against sole.
- ⑤** Turn hand wheel until awl pierces through sole.
- ⑥** Take toe of shoe in right hand and heel in the left.
- ⑦** Commence sewing by pressing on clutch pedal with left foot.
- ⑧** Release pressure on clutch pedal when approaching the toe to slow up the machine. At the same time shift the left hand to the left side of the shoe, and the right hand to the right side, and continue sewing around the toe. Experienced operators will not find it necessary to slow up the machine when sewing around the toe, but until operators are familiar with the machine the decrease in speed is recommended.
- ⑨** Slide right hand to heel and left hand to toe and hold firmly on needle plate until sewing is completed.

e. All that is required of the curved needle stitcher operator is:

- ①** To guide the work on the work plate.
- ②** To hold the shoe firmly against the shoe guide, but without forcing.
- ③** Not to crowd the work into the machine, forcing it to take a longer stitch than it was set for.
- ④** Not to pull back the work from the machine, which will crowd the stitches.
- ⑤** Not to twist the work into the machine.

f. Half soling of welt service shoe with leather taps by nailing is accomplished in the following manner:

- ①** The worn outer sole is removed in the same manner as indicated in paragraphs c(1), (2), and (3) above, but it is very important the stitches not be cut further back than the slipsole butt.

- 2** Roughen with a rasp the flesh of the new tap and the slipsole.
- 3** Apply cement to the parts roughened as stated in paragraph (2) above, and when the cement is dry, place the tap on the shoe so that the tap butt is about $\frac{1}{4}$ inch nearer the heel breast on the outer side of the shoe than on the inner side.
- 4** Place a nail about $1\frac{1}{4}$ inches in from the edge of the tap at the toe of the shoe and about in the center of the shoe.
- 5** Pull the tap tightly at the shank in order to straighten the shoe and place a nail about $1\frac{1}{4}$ inches in from the butt edge of the tap and another approximately in the center of the shoe. To accomplish the best shoe repair job, the tap should be molded by hand to fit the shape of the worn shoe.
- 6** In placing the tap on the shoe the maximum distance on the outer side of the shoe between the heel breast and tap butt will not exceed two inches. On the smallest shoe this distance will not be less than $1\frac{1}{2}$ inches, but in any event the tap butt will be $\frac{1}{4}$ inch further from the heel breast on the inner side of the shoe than on the outer side.
- 7** The tap having been secured in place with two nails as indicated in paragraph (5) above, a nail will be placed $\frac{1}{2}$ inch above the tap butt and just inside the stitching on each side of the shank.
- 8** Next, three nails are placed between the two nails indicated in the preceding paragraph in such manner that they are spaced equidistantly in a straight line.
- 9** Approximately $\frac{1}{4}$ of an inch above this row of nails, four more nails are driven in in a straight line and in such a manner that the first nail is approximately half way between the first and second nails of the first row.
- 10** The entire sole is hammered to insure the proper joining of cemented parts. The excess leather is trimmed from the tap, allowing $\frac{1}{16}$ of an inch to extend beyond the edge of the welt. As the tap is nailed to the shoe, the shaping of the sole will draw this $\frac{1}{16}$ of an inch flush with the edge of the welt.
- 11** Nails are driven around the entire tap about $\frac{5}{16}$ of an inch from the edge. These nails should be spaced $\frac{1}{2}$ inch apart. A size $\frac{3}{4}$ nail is used.

12 Nails should be driven in at a slight angle, with their flat side toward the center of the shoe.

13 The edge of the tap is now trimmed even with the welt. Ink is applied to the edge and burnishing is accomplished by buffing, brushing, and edge setting.

g. Finishing operations are next accomplished in the following manner: (In the event of power failure, finishing operations will be accomplished with knives and abrasives.)

1 The shoe goes first to a motor driven trimming machine which has a rapidly revolving, disc-like cutter. The disc has sharp cutters which trim edges until they are perfectly smooth. The operator grasps the upper of the shoe in his left hand and the heel in his right hand so that the bottom of the shoe is perpendicular to the floor. Holding the shoe directly under the cutter, the operator guides the shoe from one end around the toe and through to the other end.

2 Next, the shoe goes to a machine-driven sanding wheel which is used to smooth the heel. The operator grasps the heel of the shoe and holds it in a manner similar to that used for trimming.

3 The shoe is polished and waxed on the finisher. Ink is applied where necessary, and the revolving brush is used to remove excess ink.

4 The bottom leveler is a smooth cylinder with parallel grooves which closes the ridges cut by the stitcher. It is used to force the leather back to cover all stitching.

5 A burnishing wheel is used next. Burnishing wax is applied to the cover. By placing the edges of the shoes against the wheel they are waxed and buffed.

6 The next operation is to apply hot wax to the edges of the sole by means of the edge setter. The edge setter is preheated by friction. The application of wax darkens and waterproofs the edges of soles.

7 The final operation is inspection for workmanship, after which shoes found to be in satisfactory condition are forwarded to issuing depots.

h. Operating supplies are obtained from the platoon supply truck at periodic intervals.

17. MISCELLANEOUS SHOE REPAIR OPERATIONS.

a. If the uppers are in need of minor repairs, they are sent to the patching machine operator. The type of work which can be accomplished includes replacing stitching, mending minor tears, and replacing eyelets.

b. Heel pads are inserted when inspection has been completed in the shipping tent. New heel pads not only improve the appearance of the inside of the shoes but prevent discomfort from clinched nails used in fastening the heel.

c. Hobnails increase the wear of the sole by at least 100%, but decrease the physical efficiency of the wearer. Hobnails are not placed on shoes of personnel using mechanized equipment. Ordinarily they will not be used except upon specific recommendation from headquarters of the salvage repair battalion.

d. New sole leather is usually quite hard and firm, and must be softened by tempering with water.

Taps should remain in a water solution 3 to 5 minutes, until bubbling stops.

e. Frequently it will not be possible to replace worn heels with new rubber heels. In such instances it will be necessary to build up solid leather heels. This is done in the following manner:

① The heels are built from a succession of six or seven leather lifts, each of six to eight irons thickness. (Total about 1" to 1 $\frac{1}{8}$ ".)

② The outside lift, next to the ground, and the lift immediately under it must be of excellent wearing quality and greatest thickness.

③ Remaining lifts need not be of such quality or thickness.

18. OPERATION OF SHOE REPAIR TRAILER MACHINES.

a. All machinery in the shoe repair trailer should be serviced periodically by a company mechanic. Unless particular care is taken to oil the stitching machine, it will be subject to excessive thread breakage. For all adjustments and repairs to the stitching machine, reference should be made to the manufacturer's manual, which is provided as part of the trailer equipment.

b. In threading the curved needle stitcher it will be necessary to refer to the manufacturer's manual. This machine is the most delicate

and difficult to adjust of all machines in the salvage repair company. In ordering spare parts for this machine, the following should be kept in mind:

- ① Always order parts by number, using the catalogue, and indicating the model of machine for which the part is intended.
 - ② In ordering cams always also order rollers to fit.
- c. The following instructions are pertinent to the initial operation of the generator:
- ① Attach the flexible tubing to the exhaust union.
 - ② Check water, oil, and gas levels.
 - ③ Turn "starter switch" to "on" position.
 - ④ Press starter button to start engine. *Never hold the starter down more than 5 seconds.*
 - ⑤ When the engine has idled, turn on the circuit breaker on the panel board.
 - ⑥ Turn on branch circuit breakers.
 - ⑦ With the rheostat, increase the voltage to 220 on the voltmeter dial by turning the rheostat knob in a clockwise direction.

19. CLOTHING AND TEXTILE REPAIR TRAILERS. The mobile clothing repair and textile repair trailers are of the same basic construction as the mobile shoe repair trailer. (See paragraph 14.)

20. PROCESSES OF CLOTHING REPAIR. a. As will be noted in figure 17 on the following page, the clothing repair section is set up with receiving and shipping tents in the same manner as shoe repair trailer shown in figure 16.

b. Most of the clothing received will come directly from a laundry trailer. The first process will be an inspection to determine which articles of clothing are repairable and which are not repairable. The inspection will be conducted in most cases by an assistant repair foreman. Unrepairable clothing is shipped to a base salvage depot for its proper disposition. Repairable clothing will be sent through the repair trailer as rapidly as the operators can handle the work.

CLOTHING SECTION

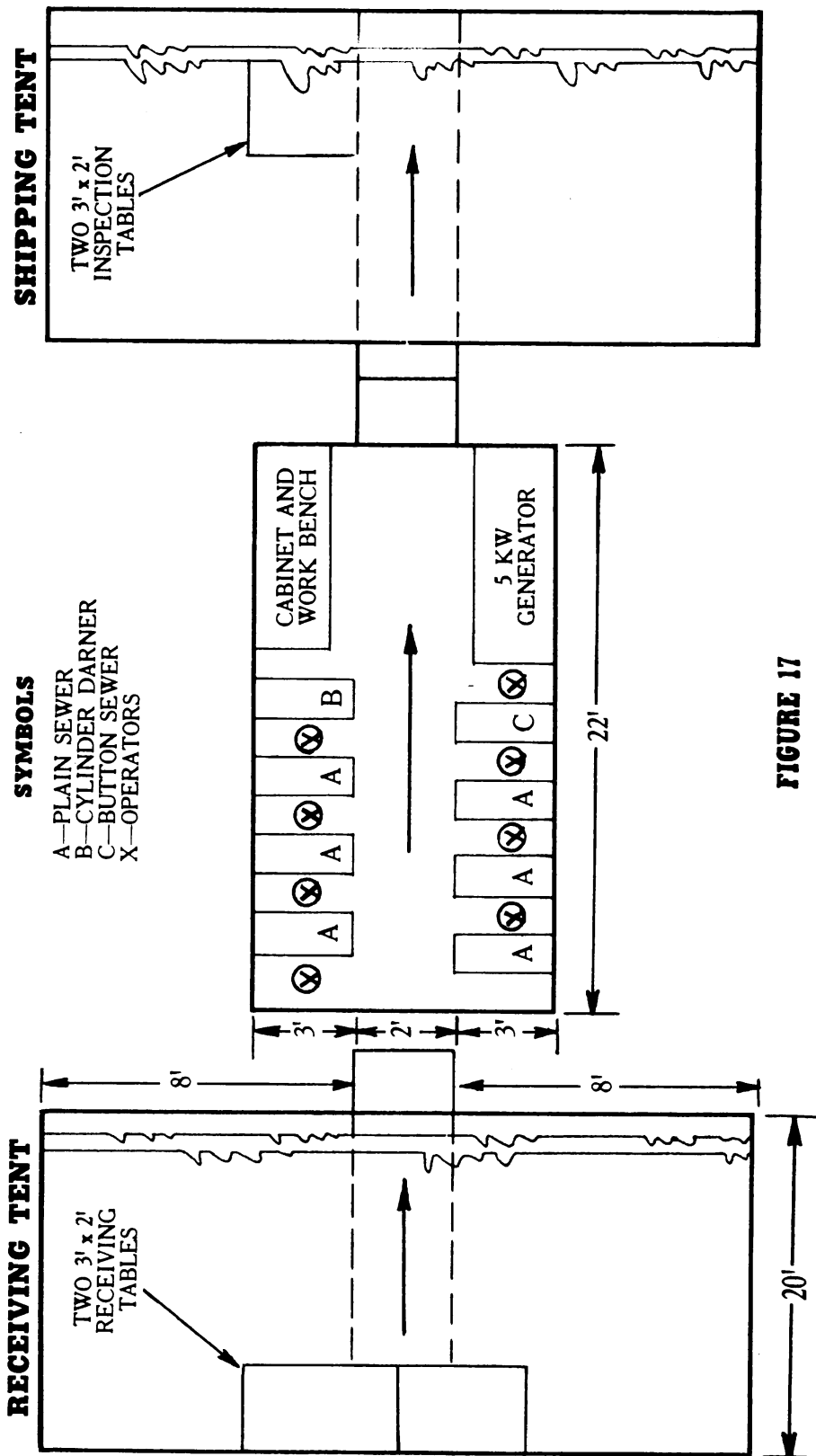


FIGURE 17

c. When repair has been completed, the articles are forwarded to the shipping tent, where they are inspected for proper workmanship, and sized if necessary. Repaired and inspected clothing will be transported either to an issuing depot or to the company or individual requesting the repair. That is, articles coming to the trailer in the normal flow of salvage will be forwarded to a depot when repairs are completed, if authorized; repaired articles for organizations or individuals, will be returned directly to their owners.

d. When clothing is being returned to individuals, a record of the ownership of each item must be kept.

21. TYPES OF CLOTHING REPAIR. a. Types of damages to clothing which can usually be repaired by the clothing repair trailer include ripped seams, tears in the fabric, holes, and the replacement of missing or worn parts. In addition, minor alterations can be made.

b. Repairs will be made by hand or machine sewing, darning and patching.

c. The personnel of the clothing repair trailer includes 3 tailors and 8 sewing machine operators for each 8-hour shift. The tailors will need the following for all general types of work:

- 1** Scissors or shears.
- 2** Tape line.
- 3** Needles.
- 4** Emery bag.
- 5** Pin cushion.
- 6** Pins.
- 7** Thread.
- 8** Thimbles.

d. If good work is to be consistently produced, the implements must be kept in excellent condition and used only for the purpose for which they are intended.

22. OPERATIONS IN REPAIRING CLOTHING.

a. Needles, the most frequently used implements in the sewing kit,

must be carefully selected for the particular job at hand. Needles are classified in three distinct groups:

- ① Sharps, the longest needles.
- ② Ground-downs, medium sized needles.
- ③ Betweens, the shortest needles.

b. Thread used in Army tailoring is mostly cotton 40/3 count, left twist, and of black, o.d., white or khaki color. Silk and gimp thread is used only for special purposes.

c. The sewing machine is unusually delicate and should be adjusted only by competent workmen. In operating the machine, the following procedures should be followed:

① After threading the bobbin and upper part of the sewing machine, always draw up the underthread before starting to stitch. With the left hand, hold the end of the upper thread; with the right hand, turn the balance wheel once around, thereby causing the upper thread to loop the bottom thread. Then draw the loop through and catch hold of the end of the underthread. Last, hold both threads by the ends and put them back between the toes of the pressure-foot.

② Perfect stitches loop the same on both sides of the cloth with the bobbin and spool threads locking in the center.

d. The following are the types of stitches commonly used in making the type of repairs possible in the trailer:

① Basting stitches are used to hold material in place and serve as a guide in sewing. Therefore they are temporary and may be of long, short or uneven length.

② Running stitches have the same use as basting stitches. However, they must not be too long, and must be uniform.

③ Button stitches are used to attach buttons to garments, and are made as follows:

- (a) Use double thread in the needle.
- (b) At the point where the center of the button is to be placed, a knot is made on the right side of the material.
- (c) The needle is next run through any hole in the button.
- (d) Place a pin on top of the button and then bring the needle down through the hole opposite that indicated in paragraph (c) above. The needle continues through the cloth to the wrong side; by this operation the pin on top of the button is held in place.

- (e) The needle is run up through the cloth and a hole in the button and then over the pin and down through the button and cloth four or five times.
 - (f) Remove the pin and wind the thread around the stitches between the button and the cloth.
 - (g) Run the needle through to the wrong side of the cloth and fasten the thread with two or three additional stitches.
- e.** Thin places in fabrics, or small holes, may be repaired by darning. To make the mend as inconspicuous as possible, thread unravelled from another part of the garment should be used in the darning. This will be possible, of course, only when some portion of the garment being mended has excess fabric not normally visible, such as a hem or cuff. Darning is done on the face side of the fabric.
- f.** In mending straight tears, the torn edges are carefully matched and drawn together with fine rows of darning stitches. These rows should be irregular in length. Darning should be done on the face side of the fabric.
- g.** Machine stitches most commonly used are:
- ① Regular stitch for general work.
 - ② Overcasting, to prevent cloth ends from fraying.
 - ③ Single lock stitch (unravels).
 - ④ Double lock stitch (does not unravel).
 - ⑤ Tacking for reinforcements.
 - ⑥ Buttonhole stitch.
- h.** When zippers are being replaced, great care must be taken to allow sufficient opening for free passage of the slide-locking device. If possible, the zippers should be resewn in the original seam.
- i.** Pockets of all garments, particularly trousers and breeches, should be examined for rips and tears.
- j.** Numerous sewing and repair operations are presented in detail in appendix II of TM 10-260

23. SIZING CLOTHING. **a.** In the shipping section all articles requiring sizing will be sized, before being packed, in accordance with the following methods. (See appendix B for methods of measuring and dimensions of clothing components):

TEXTILE SECTION

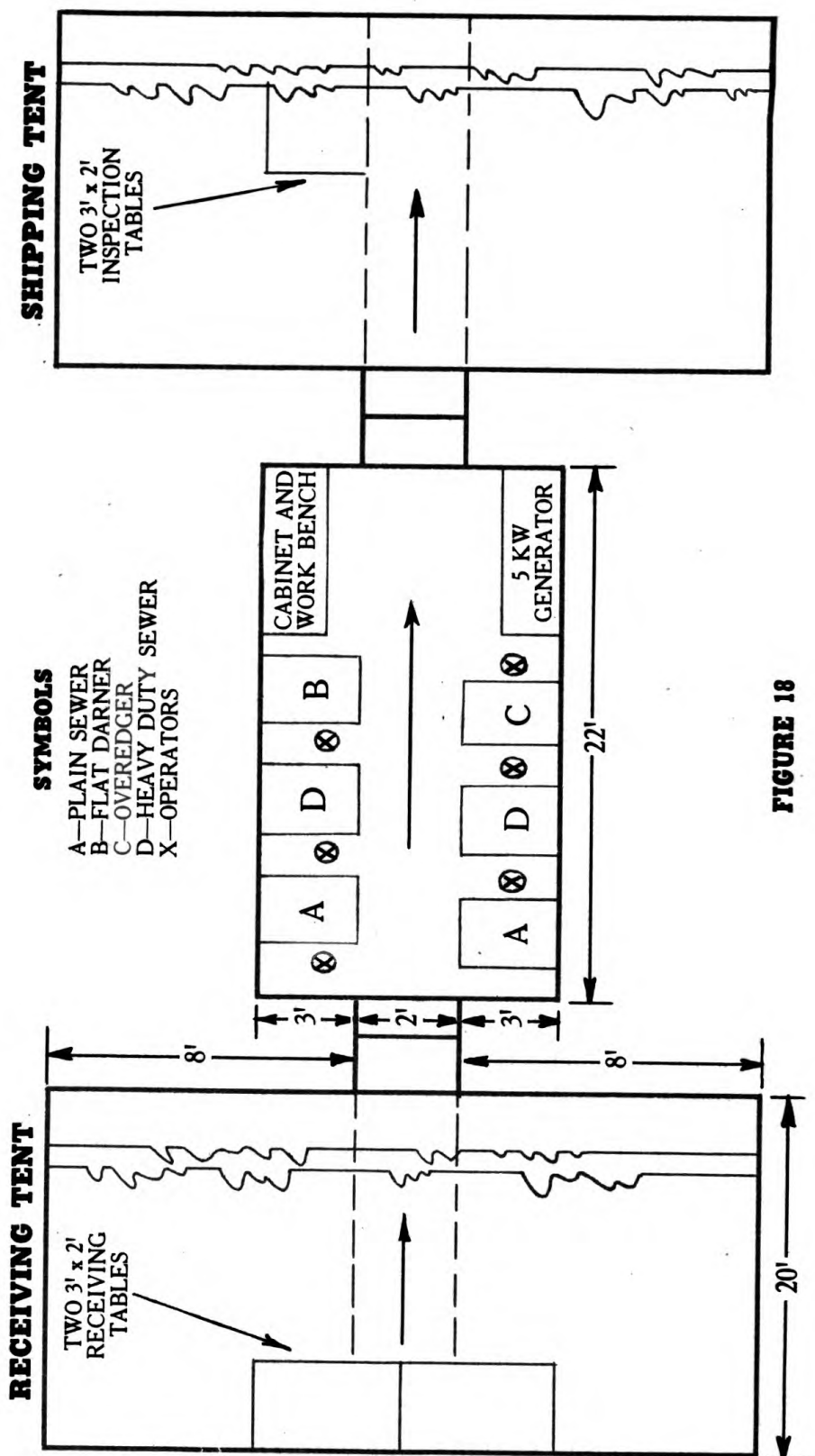


FIGURE 18

- 1** Breeches; determine actual waist and leg inseam measurements in inches.
 - 2** Caps and hats; determine inside measurement of sweat band in inches and divide by $3 \frac{1}{7}$ or 3.14. For example, a measurement of $22\frac{3}{4}$ inches divided by 3.14 would be 7.25 or size $7\frac{1}{4}$.
 - 3** Wool coats; determine the full breast measurement and subtract 3 inches.
 - 4** Drawers; determine actual waist measurement in inches.
 - 5** Field jackets; determine the full breast measurement and subtract 7 inches.
 - 6** Mackinaws; determine the full breast measurement and subtract 9 inches.
 - 7** Overcoats; determine breast measurement and subtract 5 inches.
 - 8** Raincoats; determine breast measurement and subtract 10 inches.
 - 9** Shirts; determine collar size and sleeve length as indicated in appendix B.
 - 10** Socks; determine length from end of toe to back of heel in inches.
 - 11** Trousers; obtain same measurements as for breeches (see (1) above).
 - 12** Undershirts; determine breast measurement in inches.
 - 13** Herringbone twill jackets; determine breast measurement less 6 inches.
 - 14** Working suits; determine breast measurement less 8 inches.
- b.** Sizes will be marked in articles in the places indicated below:
- 1** Breeches, trousers and drawers; inside the waist band near the center.
 - 2** Coats, jackets, overcoats, working suits; inside collar, center.
 - 3** Hats and caps; inside sweat band.
 - 4** Shirts; on the cotton facing on the inside of the seam which holds the buttons, near the collar.
 - 5** Socks; near inside top.
 - 6** Undershirts; rear top, inside.

24. PROCESSES OF TEXTILE REPAIR. **a.** Figure 18 shows the proper arrangement of units of the textile repair section. It will be noted that this arrangement is similar to that of the clothing repair section (figure 17).

b. The textile repair section is concerned primarily with shelter halves, barracks bags, blankets, webbing and canvas components of individual clothing and equipment such as leggings and haversacks. The equipment and personnel of this section are not sufficient to permit extensive repair work on heavy tentage or heavy canvas. Whenever practicable, the heavy textile items are shipped to a base salvage repair installation for repair. The local situation will actually determine the amount of heavy tentage repair in which the section will engage.

c. The largest percentage of the section's work will come directly from a sterilization company, although such items as barracks bags usually will first go to a laundry company, be processed, and then forwarded to the textile repair section.

d. When repair has been completed, articles are inspected in the shipping tent and then either packed for forwarding to an issuing depot or returned to the organization or individual requesting the repair.

e. Machinery in the textile repair trailer is almost identical to that in the clothing repair trailer, but heavier needles, thread, etc., are provided for working the heavier fabrics.

25. TYPES OF TEXTILE REPAIR. **a.** As in the clothing repair trailer, operations in the textile repair trailer are confined to such things as mending small holes, patching, resewing pulled seams, and replacing missing grommets, straps, rivets, buckles, fasteners, eyelets, and laces.

b. When heavy canvas must be repaired, cement patches frequently can be used. Such patches should not be used, however, for shelter halves. The following indicates the size hole which can be repaired with the three available sizes of patches:

① Patch No. 1 has a diameter of 3 inches and can be used to cover a hole or rip not exceeding $1\frac{1}{2}$ inches in diameter or length.

② Patch No. 2 has a diameter of $\frac{43}{8}$ inches and can be used for holes or rips not exceeding $2\frac{7}{8}$ inches in diameter or length.

③ Patch No. 3 has a diameter of $6\frac{1}{4}$ inches and can be used for holes or rips not exceeding $4\frac{3}{4}$ inches in diameter or length.

c. The following suggestions will be useful in applying patches to canvas:

- ① The area to be covered by the patch should be cleaned thoroughly.
- ② A thin coating of cement is applied to the cleaned area and to the entire surface of one side of the patch.
- ③ When the cement has become "tacky" a second coating is applied.
- ④ The patch is applied while its surface and that of the tent are still wet with the second application of cement.
- ⑤ The patch should be held in place with a flat weight until the cement is *completely* dry.
- ⑥ All patches should be round and should be applied to the outside of the canvas article.

d. Materials for patches and replacements should be secured from items declared unserviceable whenever such procurement is possible.

e. The eight metal workers assigned to the company will perform only the most simple repairs to metal equipment and components of equipment. Items such as bent and dented canteens, cups, mess kits, mess kit covers, knives, forks, and spoons are repaired. Frequently the only renovating process which will be necessary in connection with equipment of this type is the removal of rust and stains. When the metal workers are not needed for tasks of this nature they may be used as substitutes in any other operation of the company. (When training the company, it is recommended that the metal workers be given basic instruction in at least two other phases of the company's technical operations).

26. CHANGE OF BIVOUAC. a. Company commanders should have a detailed plan for the movement of the company, its equipment, operating supplies, and such items as may be on hand for repair. At periodic intervals the plan will have to be changed as local conditions change. Only through constant awareness of the problems incident to moving the company will it be possible to have a plan which permits immediate compliance with orders from higher headquarters.

b. Plans for moving the semitrailers must contain detailed provisions for the care of operating machinery. All of the sewing machines are comparatively delicate instruments, and every means must be taken to prevent damage in transit.

c. Selection of routes for tractors and semitrailers must take into account the weight of the equipment and the maximum safe loads for bridges on secondary roads. Semitrailers and their tractors can travel practically all roads under even the most adverse weather conditions if bridges are strong enough.

d. The best method to avoid critical road problems is to reconnoiter routes before the semitrailers move over them.

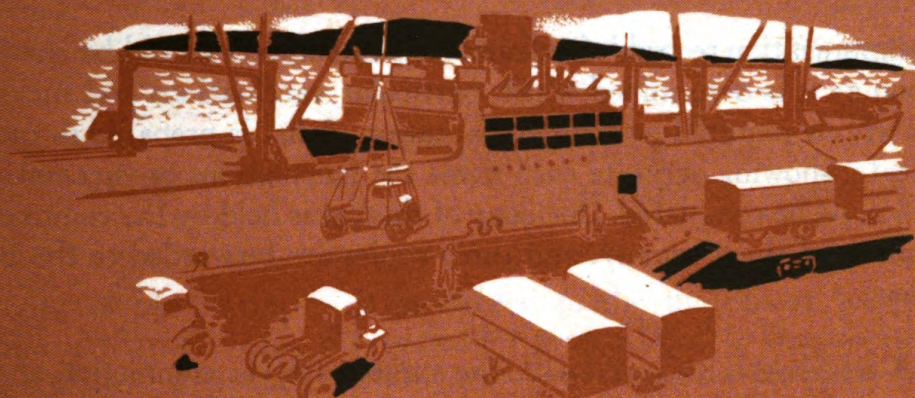
27. OPERATING SUPPLIES. a. Operating supplies for the company will be obtained through regular supply channels of the corps, division, regiment or other administrative or tactical command to which the company is attached.

b. When machinery is damaged, it will be replaced as a unit. The damaged machine is forwarded to the proper base depot and a new or repaired machine is returned in its place. It is the responsibility of the depot to obtain the necessary parts to repair the machine and restore it to an operative status.

SECTION V

OVERSEAS MOVEMENTS

	Paragraph
Initial procedure	28
Necessary records and rosters.	29
At port of embarkation	30
Command responsibilities aboard transports	31
At port of debarkation	32



28. INITIAL PROCEDURE. a. On receiving warning orders or an alert that the company will proceed to a port of embarkation for overseas duty, company officers must institute immediate and vigorous action to complete all unfinished company and personal business and prepare their organization for the move. (See appendix E.)

b. Show-down inspections should be held to discover whether the enlisted personnel have all the prescribed clothing and equipment. Excess items should be returned to the proper issuing agencies, and all items required in conformity with prescribed allowances should be requisitioned and obtained as quickly as possible.

c. Post property will be turned in and credit memorandum receipts obtained therefor. If a custodial officer handles post property, he is responsible for the administrative details involved in returning it.

d. "Preparation for Overseas Movement" (short title P.O.M.), published by the War Department and dated February 1, 1943, is a basic directive for units alerted for overseas movement.

29. NECESSARY RECORDS AND ROSTERS. a. The preparation of reports and rosters and the completion of permanent records affecting enlisted and commissioned personnel will usually be accomplished by the personnel section at the home station. In some instances, however, companies will not have personnel sections available and will be forced to perform their own administrative work. When a personnel section is available, most of the following administrative work will be accomplished by that section; the company officers will be concerned with only as much of the detailed work as is specifically indicated or requested by the personnel officer.

b. Immunization records of enlisted men and officers should be checked as soon as it is determined which particular vaccinations and inoculations will be required prior to embarkation. A list is prepared in quadruplicate, showing opposite each name the inoculations or vaccinations which must be completed. One copy of this list is held by the commanding officer of the company, and three copies are forwarded to the post surgeon.

1. A schedule is arranged with the surgeon for the completion of the necessary inoculations and vaccinations. A copy of this schedule is then forwarded to the company commander.

2. The company commander is responsible for sending members of the company to the surgeon as stipulated in the schedule, and for providing a commissioned officer or responsible noncommissioned officer to take charge of any groups sent to the surgeon.

3. When the inoculations and vaccinations are completed, the surgeon so certifies on the three copies of the list provided him and the officer or noncommissioned officer in charge of the group takes the duplicate copy to the personnel officer and the original to the company commander.

4. The surgeon retains the triplicate copy of the list and from it completes individual immunization registers and sends the originals to the personnel officer.

c. On the basis of the certified list forwarded by the surgeon, a certificate is prepared in triplicate in the following manner:

Company _____, _____nth Q. M. Battalion

Fort _____

Date _____

I certify that the records of Co. _____, _____nth Q. M. Battalion indicate that all members of this organization have been vaccinated against small-pox, typhoid, para-typhoid fever, and yellow fever as required by existing regulations, with the following exceptions:

Name	Serial No.	Defect	Reason
Doe, John _____	600000	No yellow fever vaccination	Not available

(signed) JOHN BLANK,
Captain, Q.M.C., Commanding.

One copy of the certificate is forwarded to the surgeon at the port of embarkation; one copy is retained for presentation to the transport surgeon aboard ship; the remaining copy is retained for file purposes.

d. The immunization records in the enlisted men's service records should be completed from the immunization registers prepared by the surgeon from the copy of the list mentioned in paragraph *b*(4) above.

e. Arrangements are made to have all personnel of the company receive a physical examination within 48 hours prior to departure from the home station. The surgeon prepares a certificate stating that the examination has been completed, and forwards the certificate to the personnel officer. The personnel officer then forwards the certificate to the surgeon, port of embarkation. This certificate and the certificate relative to immunization (See par. *c* above) should be forwarded together when practicable.

f. The personnel office prepares a complete roster in quadruplicate on WD ACO Form 309 of all officers and enlisted men accompanying the unit. All copies of this list are taken to the port of embarkation, one copy for delivery to the port personnel officer, and two copies for delivery to the commanding officer of the overseas discharge and replacement depot. The fourth is the file copy.

g. A typewritten roster is prepared in triplicate in the following manner:

① Names of officers and warrant officers are arranged according to grade.

② Names of enlisted men are arranged alphabetically, according to grade.

③ After the names listed in accordance with subparagraphs (1) and (2) above, the company to which each is assigned and the arm or service to which each belongs must be shown.

④ All three copies are taken to the port of embarkation and given to the officer in charge of the port. This should be done not more than 24 hours prior to embarkation in order that the officer in charge of the port may make the necessary assignments to accommodations on the ship.

h. Each individual is contacted to determine that the information on his emergency addressee card is authentic, and the date of this verification is written on the card together with the initials of the interviewing officer.

i. Before departure from the home station, the unit commander will report by air mail letter, radio, or teletype to the port commander detailed information regarding the manner in which the unit and its equipment will move to the port of embarkation.

1. When the movement is made by rail, the following information must be included in this report:

(a) Railroad routing.

(b) Date and hour of departure of each train section.

(c) Date and hour of scheduled arrival at the port of embarkation or appropriate railroad terminal (giving the name of such terminal) for each train section. (Efforts should be made to arrive during the morning hours in order to avoid movement through congested areas during the afternoon.)

(d) Number of officers, male and female, shown separately.

(e) Number of enlisted men of the Army and enlisted members of the W. A. C.

(f) Number of pieces and type of wheeled equipment, indicating heavy lifts of all equipment exceeding five tons in weight.

(g) Weights and cubic measures of baggage *not* required by troops during the voyage. Such baggage is to be classified by the type of container in which it is shipped. A report is to be forwarded in duplicate so that it reaches the port commander at least six days prior to the date and hour of sailing.

(h) All other equipment should be reported separately in the manner indicated in (g) above.

2. When the movement is made by motor convoy or marching, the following information should be included in the report:

(a) Route, place, date, and duration of long halts or bivouacs.

(b) Number of serials, number of vehicles in each, date and hour of departure of each serial, and scheduled hour of arrival of each serial at the designated reception point.

(c) Number of officers, male and female, shown separately.

(d) Number of enlisted men (Army) and enrolled members (W. A. C.)

(e) Number of pieces and type of wheeled equipment.

3. When the movement of freight is reported the following data should be included:

(a) Routing, rail and/or water.

(b) Car numbers, box or flat, and the general description of contents such as, "rations," "forage," "motor vehicles," etc.

(c) Expected time of arrival at the port of embarkation, or other designated unloading point.

(d) Bills of lading and shipping papers as prescribed in AR 30-955, AR 30-950, AR 30-945.

j. Reports should be sent direct to The Quartermaster General, showing a list of all organizational equipment with its markings, designations, weights, and cubic measurements.

k. Tables of Basic Allowances organizational equipment, initial and maintenance supplies (except "hand" and "heavy" baggage accom-

panying troops), should be shipped in time to insure its receipt at the port of embarkation not more than 72 hours prior to sailing time.

l. Cargo freight, including all types of vehicles shipped by rail or convoy, should be dispatched so as to arrive at the port of embarkation not less than three nor more than five days prior to scheduled date of sailing. (Tools for vehicles will be boxed or otherwise secured in each vehicle.)

m. Organizational and personal accounts should be settled.

n. Records should be disposed of as authorized by the following War Department circulars: 203 of 1941, and 20, 34, 63, 89, 101, 132, and 152 of 1942.

o. All organizational and individual records that are not necessary to the conduct of current administration should be boxed by general classes and marked to indicate the unit to which they belong. Lists should be prepared in triplicate to show the location and contents of each box of records. The boxes of records are stored at the last permanent station, and the original and one copy of the list of such stored records is forwarded to The Adjutant General. The third copy is retained.

30. AT PORT OF EMBARKATION. a. Upon arrival at the port of embarkation, the company commander will make available to the port commander and his staff such officers and enlisted men as may be required to serve as messengers, personnel clerks, advisers, etc.

b. Copies of the rosters indicated in paragraphs 29*f* and *g* above will be delivered as indicated.

c. At least one company officer should be designated to accompany the organization to barracks or quarters.

d. Arrangements will be made with the commander of troops or the port commander, as the case may be, to furnish such guard details as he may request both prior to and after embarkation.

e. Arrangements will be made with the port surgeon for incompleated inoculations and vaccinations of personnel and for any physical examinations which may be required by current regulations.

f. The company commander should learn the location of the transport's latrines, washrooms, water fountains, etc., and the regulations governing their use, in order that the company may be fully instructed before boarding the transport as to what rules it must obey.

g. Instructions will be issued to the entire unit that:

① It may be necessary to separate the troops from their hand baggage. Therefore, mess kits, toilet articles, underwear, socks and similar items will be habitually carried in the haversack and roll.

② Working details sent ashore will be under the command of a commissioned or a noncommissioned officer who will be responsible for checking the detail off and on the ship.

③ Immediately after the command is marched to the pier for inspection and check, the first guard detail for transport duty will be marched on board and posted under the direction of the new transport officer of the day.

h. At the hour prescribed in the embarkation order the company will be marched to the pier in the order that names appear on the passenger list. The company should be formed in this order several times before the actual time of embarking to avoid delay and confusion.

i. The company commander must designate one of his commissioned subordinates to march the company on board and conduct it to its quarters. The company commander remains at the gangplank and assists in checking and verifying the company passenger list as members board the vessel.

j. The entire command must be ordered to remain in quarters until the company has completed the boarding operation and specific orders are given permitting members to leave quarters.

k. No members of the company should be permitted ashore unless they have been assigned to some work detail making it necessary.

l. The company commander presents to the transport surgeon the certificate of vaccination indicated in paragraph 29c above.

31. COMMAND RESPONSIBILITIES ABOARD TRANSPORTS. **a.** A duly appointed commander of troops and

transport quartermaster or quartermaster agent will cooperate with the master of the transport and issue all orders governing the administration of troops during the time they are on the transport. Inasmuch as the commanding officer of a quartermaster salvage repair company will very seldom, if ever, be the commander of troops (usually a line officer) or a transport quartermaster, the manner in which the command is authorized to function need not be explained here.

b. Commanding officers of quartermaster salvage repair companies will cooperate with the commander of troops or other designated officer in every way possible.

32. AT PORT OF DEBARKATION. a. When debarking, each organization leaves the transport as a unit. One individual from each organization leaves the ship first and places the company standard at a point designated by a debarkation officer or his representative.

b. When debarkation is completed, roll will be called from the passenger list and verified by the debarkation officer. The debarkation officer then gives the commander of the organization a release from the pier stating that the organization has been satisfactorily checked.

c. Unless circumstances are exceptional, troops arriving on a ship which docks after 1800 will not debark until the following morning.

d. Each organization will usually be required to furnish the following work details prior to debarkation:

① A group to report to the police officer to clean up parts of the ship occupied by troops.

② A group to report to the supply officer to assist in unloading light baggage of officers and men, and camp equipage.

③ A group to report to the supply officer of the troops to unload ammunition and property.

e. The work details mentioned in par. *d* above leave the ship with the rest of the company and are then marched back to the ship to accomplish their specified tasks. The only exception to this procedure occurs when debarking is accomplished in small boats or lighters because the transport is unable to come alongside the wharf. In the latter instance, fatigue details remain on board the transport until their work is finished.

SECTION VI

SUPPLY AND REPLACEMENT OF EQUIPMENT

	Paragraph
Initial issue.	32
Replacement items	33
Individual clothing and equipment	34
Forms used in requisitioning	35



33. INITIAL ISSUE. Upon activation of the company, the commander will obtain the complete allowance of all authorized items automatically and without requisition from the appropriate post, camp or station supply officer. (Circular Letter No. 13, OQMG, January 22, 1943.)

34. REPLACEMENT ITEMS. After the initial allowance of equipment has been issued to the company, the company commander will obtain replacement (except for individual clothing and equipment) of the following articles as follows:

a. Expendable articles. ① By the direct exchange of the unserviceable article on presentation to the appropriate supply officer.

② By requisition for expendable spare parts, tools, etc., accompanied by a certificate stating that the articles are required to complete an authorized set, or to replace those which cannot be presented for exchange for reasons stated.

③ By requisition for supplies issued on an allowance basis.

b. Nonexpendable articles. ① On presentation to the station property officer (through either or both the unit supply officer and custodial officer) of a complete voucher covering the articles. Such vouchers may be a Statement of Charges, an approved Report of Survey, or a quarterly Dropping Allowance Certificate.

② By direct exchange of unserviceable articles or component parts thereof, accompanied by a certificate that the unserviceable condition is due to fair wear and tear. If the station property officer is not satisfied that the unserviceable condition is due to fair wear and tear, he may require that the certificate be approved by the commanding officer. (AR 35-6540).

③ **a.** Repair materials will be issued on requisitions certified to the effect that the material requisitioned will replace material used in the repair of Government property. Tools and parts not included in repair sets will be exchanged in the same manner, provided the organization has facilities to install such parts; otherwise, they will be installed by the supply arm or service concerned.

b. Nothing in the foregoing prescribed method of replenishment of equipment will be construed as sanctioning periodic allowances or limiting in any way the number and amount of spare parts that are to be exchanged. The purpose is to provide parts for the maintenance of the authorized allowances of equipment. Damaged parts presented for exchange will be exchanged regardless of the number included in set, provided the total number of spare parts or tools authorized to be on hand in any organization is not exceeded. The accumulation by organizations of stocks of spare parts, repair materials, and tools in excess of allowances is prohibited.

35. INDIVIDUAL CLOTHING AND EQUIPMENT.

Individual enlisted men will arrive with clothing and equipment prescribed in AR 615-40. Additional items to complete the total allowance will be drawn on requisition to the post quartermaster. Replenishment of clothing and equipment worn out by fair wear and tear will be made as prescribed in AR 615-40.

36. FORMS USED IN REQUISITIONING. **a.** Requisitions for supplies and equipment will be made on WD, QMC Form No. 400 (requisition) (except where other specific blank forms are prescribed for requisitioning particular classes of property) irrespective of the source whence the property is to be obtained or of the character of the property requisitioned. The authorized exceptions are as follows:

- ① WD, AGO Form No. 35—Individual clothing slip.
 - ② WD, QMC 409—Requisition and receipt for clothing in bulk.
 - ③ WD, QMC Forms 411, 412, 413, 414—Requisition and receipt for brooms, matches, stationery and office supplies, cleaning and preserving material, china and glassware. AR 35-6540.
- b.** The method of preparing and submitting requisitions will be as prescribed in WD Cir. 405, 1942.

APPENDIX A

CHECK LIST FOR TRAINING INSPECTION OF QUARTERMASTER SALVAGE REPAIR COMPANY

PRIOR TO OVERSEAS MOVEMENT

_____ (Unit) _____ (Date)

_____ (Date of Activation) _____ (Race)

_____ (Location) _____ (Assignment)

_____ (Unit Commander) _____ (Attached Personnel)

Authorized Strength	Officers	W.O.	Nurses	Enlisted	Officers	Enlisted Men
Actual Strength	Officers	W.O.	Nurses	Enlisted	Officers	Enlisted Men
Strength of Unit (By AGC Test): Class I ___ II ___ III ___ IV ___ V ___ Total _____						

SECTION I

(Determine by Observation)

1. Is unit supply section trained to function properly?
(Determine by proper Inspection Guide—I.G.D.)
2. Is unit mess section trained to function properly? Eliminate waste?
Handle ration?
(Determine by proper Inspection Guide—I.G.D.)
3. Is unit administrative section trained to function properly?
(Determine by proper Inspection Guide—I.G.D.)
4. Military courtesy and discipline
(Determine by proper Inspection Guide—I.G.D.)
5. Physical condition of troops?
(Determine by observations of selected groups in hand to hand
fighting, obstacle courses, etc.)

6. Have methods of training been in accordance with FM 21-5? _____
7. Are texts and training aids available in accordance with FM 21-6
and FM 21-7? _____
8. Are personnel qualified in their individual duties?
 - (a) Officers _____
 - (b) Enlisted men _____
 - (c) Are visual aids, training films, film strips, and illustrated charts
available and used in training? _____
9. How many trainees have completed SOS Four Week Basic Program? _____
10. Number of trainees now undergoing SOS Four Week Basic Program? _____
11. Date all trainees will complete SOS Four Week Basic Program? _____
12. (a) Has MTP 10-1 for unit been followed? _____
- (b) Has MTP 10-3 for unit been followed? _____
13. Has lost training time been made up? _____
- Causes, excuses, etc. _____
14. How many men have completed prescribed course with principal
arm? _____
- Percentage qualified? Expert _____ Sharpshooter _____ Marksman _____
15. How many men have not completed prescribed course with prin-
cipal arm? _____
- Causes? Defects? Lack of arms, ammunition? _____
16. Are specialists properly classified? _____
- Trained? _____
- Skilled? _____

SECTION II

Practical Test of Individuals

Degree of
Proficiency

BASIC

1. Test for knowledge in use of first aid _____
(Determine by Inspection Guide—I.G.D.)
2. Test for knowledge of map reading _____

3. Test for conduct if captured _____
4. Perform gas mask drill. _____
5. Are men oriented in the mission of the unit? _____
6. Do they know their officers and noncommissioned officers by name? _____
7. Is each individual representative of completion of good basic military training? _____

TECHNICAL

Are specialists able to perform their primary mission? _____
 (Determine by spot check of each of the following types of specialists. Set up specialist tasks for each.)

1. Repair foreman _____
2. Supply sergeant _____
3. Company clerk _____
4. Assistant repair foreman _____
5. Chauffeur _____
6. Auto mechanic. _____
7. Metal worker _____
8. Sewing machine operator. _____
9. Shoe repair man _____

SECTION III

Practical Test of Complete Unit

1. Set up problems involving conduct of the unit in the following operations:
 - (a) Miniature terrain exercise (may be on sand table) requiring the collection, classification and evacuation of (dummy) salvage.
 1. Are salvage areas laid out to the best advantage in accordance with problem? _____
 2. Are collecting points located to the best advantage according to the problem and adjacent to roads or railroads? _____
 3. Is railhead and collecting points personnel properly distributed? _____

4. Is the inspection and separation of salvage of the various services properly conducted? _____
- (b) Demolition of equipment
 1. Is the plan technically sound? _____
 2. Is the plan tactically sound? _____
 3. Are key personnel acquainted with the plan and capable of performing it? _____
- (c) Road march and setup of bivouac of the unit. Company to move to bivouac area and return using a different march method for each movement. Prescribe two of the following:
 1. Close column march.
 2. Open column march.
 3. Infiltration march.
 - (a) Is the march order properly prepared? _____
 - (b) Is good road discipline observed? _____
 - (c) Is proper security maintained on march? _____
 - (d) Is the site of the bivouac properly selected? _____
- (d) Defense of bivouac.
 1. Is the plan of defense tactically sound? _____
 2. Are all personnel armed with permanently assigned weapons? _____
 3. Is the plan adequate for defense?
 - (a) Against air attack?
 - (b) Against gas attack?
 - (c) Against mechanized attack?
 - (d) Against attack by ground troops?
 - (e) Against paratroop attack?
2. Based upon the above problems:
 - (a) Can unit perform its primary mission? _____
 - (b) Can unit serve set number of troops? _____
3. Set up a problem involving unit in offensive ground action as a combat rifle unit (covering tactical training of infantry soldier).

Can unit perform this mission in a (satisfactory), (very satisfactory),
(excellent) manner?

4. Check operation and maintenance of its organizational equipment.
- (a) Are the vehicles properly operated?
 - (b) Is the equipment properly maintained?
 - (c) Is preventive maintenance practiced?
 - (d) Are technical instructions in care and operation with each
vehicle?
 - (e) Showdown inspection of individual personal equipment and
property—organizational equipment.
 - 1. Is personal property of individuals complete?
 - 2. Is organizational equipment of unit complete?

SECTION IV
REMARKS

SECTION V

CONCLUSIONS

1. (a) Are any phases of training incomplete?
If so, what—why? _____
(b) When will all phases of training be completed?
(Date) _____
(c) What equipment or other training aids are lacking to complete training?

2. (Answer *a* or *b*).
(a) Unit can now perform its primary mission in a (satisfactory),
(very satisfactory), (excellent) manner
(b) Unit will be ready to perform its primary mission on
(Date) _____

SECTION VI

RECOMMENDATIONS

Name

Rank

Office

APPENDIX B

SIZE DETERMINANTS AND METHODS OF MEASURING GARMENTS

Following are the prescribed methods of taking measurements for some of the more common items of clothing issued to enlisted men. They may be used as a guide in determining methods of measuring other garments of similar construction.

1. BREAST MEASUREMENT. *a. Coats, wool, service, and field jackets.* The breast is measured from the center

seam of the back of the garment, along the breast line to the side seam (closed under the armhole) to the eyelet of the top buttonhole, or to the top of the zipper, as the case may be. The measuring is done from the back seam to the operator's left as he looks at the back of the garment, and is done with the side plait closed, preferably pinned down. The measurement is one-half of the full breast measure; that is, a reading of $20\frac{1}{2}$ inches on a blouse would indicate a full breast measure of 41 inches and the coat would be size 38. (See chart accompanying this appendix.)

b. Herringbone twill jackets. Measure across the front of the garment at the breast line. The reading, *plus* two inches, equals one-half of the full breast measure. The garment must be buttoned when the measurement is made.

c. Overcoats, wool, roll collar. The breast can be measured from the center seam of the back along the breast line to the side seam, then close under the armhole at the breast line to a point *halfway* between the button and eyelet of the first buttonhole. (This is because the overcoat is a double-breasted garment.) Another method is to take the measurement to the front edge of the coat instead of to a point halfway between the button and eyelet. This measurement is one-half of the full breast measure *plus* $4\frac{1}{4}$ inches.

d. Coat-style shirts, raincoats, and one-piece working suits. The garment is buttoned, and one-half of the breast measurement is obtained by determining the distance from left to right across the front of the garment along the breast line.

2. LENGTH OF GARMENT. The length of coats, field jackets, herringbone twill jackets, overcoats, coat-style shirts, and raincoats, is measured along the center of the back from the bottom edge of the under-collar to the bottom of the garment.

3. SLEEVE LENGTH. a. Coats, field jackets, overcoats, raincoats, and one-piece working suits. Place tape measure under the arm at inseam of sleeve and measure straight to bottom of sleeve.

b. Coat-style shirts and herringbone twill jackets. Measure from center of back at bottom of under-collar seam straight to bottom of sleeve. When making this measure for *shirts*, a plait of one inch must be taken in the sleeve at the shoulder.

APPENDIX B

MEASUREMENTS OF CLOTHING

Garment	Size	Measurements in Inches					Remarks
		Full Breast Measure	Length	Inside Sleeve Seam	Outside Sleeve Seam	Belt Collar	
Coats, wool, service.....	33	36	27½	16½			This garment is cut 3 inches over given size; i. e., size 33 measures 36 inches around the breast.
	34	37	28	17			
	35	38	28½	17			
	36	39	29	17¼			<i>Extra Longs:</i> Body length 3 inches longer and sleeves 2 inches longer than regulars.
	37	40	29½	17½			
	38	41	30	17¼			
	39	42	30½	17¼			<i>Longs:</i> Body length 1½" longer, sleeves 1" longer than regulars.
	40	43	31	17½			
	42	45	31½	17¾			
	44	47	32	17¾			<i>Shorts:</i> Body length 1¼" shorter, sleeves 1" shorter than regulars.
	46	49	32	17¾			
Jackets, field.....	34	41	25¾	17			This garment is cut 7 inches over given size.
	36	43	26½	17¼			
	38	45	26½	17½			
	40	47	26¾	17¾			<i>Longs:</i> Jacket length 1½ inches longer and sleeves 1½ inches longer than regulars.
	42	49	27¼	17¾			
	44	51	27¼	17¾			
	46	53	27¼	17¾			This garment is cut 6 inches over given size.
	48	55	27¼	17¾			
	50	57	27¼	17¾			
Jackets, herringbone twill.....	34	40	27¼		33		This garment is cut 6 inches over given size.
	36	42	27½		33½		
	38	44	28		34		
	40	46	28½		34¼		<i>Longs:</i> Body length 1½ inches longer and sleeves 1 inch longer than regulars.
	42	48	28½		34½		
	44	50	28¾		34¾		
	46	52	28¾		35		

Overcoats, wool (roll collar).....	34	39	46	16 1/4		12 1/2		This garment is cut 5 inches over given size.
	36	41	47	17		13		<i>Longs:</i> Body length 3 inches longer, sleeves 1 inch longer than regulars; 1/2 inch added to bottom sweep.
	38	43	48	17 1/2		13 1/2		<i>Shorts:</i> Body length 3 inches shorter, sleeve 1 inch shorter than regulars; bottom sweep 1/2 inch less.
	40	45	49	17 1/2		14		<i>Placement of pockets:</i> From bottom of armhole to top of welt should be 6 7/8 inches for all sizes.
	42	47	50	17 1/2		14 1/2		
	44	49	50	17 1/2		15		
	46	51	50	17		15 1/2		

Shirts, coat style.....								
	S	34	29 1/4		32 & 33		12	
	E	36	29 3/4		32 & 33		12 1/2	
	E	38	30 7/8		32 & 33		13	
	E	40	31		32 & 33		13 1/2	
	C	42	31 1/2		32 to 34		14	
	O	44	32		32 to 34		14 1/2	
	L	46	32 1/2		32 to 35		15	
	L	47	33		32 to 35		15 1/2	
	A	48	33 1/2		32 to 35		16	
	R	50	34		33 to 35		17	
		52	34 1/2		34 & 35		18	
		54	35		34 & 35		19	
		55	35		34 & 35		20	

Raincoats, Army.....								This garment is cut 10 inches over given size; i. e., the small size, having a 48 inch breast measurement, is approximately size 38.
	Small	48	17 3/4	18	46 to 51	67 1/2 to 69	16	Sleeve measurement is on inside seam.
	Medium	52	18 3/4	18	48 to 52	71 1/2 to 73	17	The smaller figure noted under "length" and "sweep" refers to dismounted coats; the larger figure refers to mounted coats.
	Large	56	19 3/4	18	50 to 53	76 to 77 1/2	18	

Working Suits, one piece.....								
	Size	Breast	Sleeve	Seat	Trunk	Leg (Inseam)		
	36	44	21 1/2	46 1/2	68	30		Sleeve measurement is on inside seam.
	38	46	22 1/4	48 1/2	69 1/2	30		This garment is cut 8 inches over given size.
	40	48	23	50 1/2	71	30 1/2		<i>Longs:</i> Sleeve and leg lengths 1 1/2 inches longer than regulars.
	42	50	23 1/2	52 1/2	72 1/2	30 1/2		
	44	52	24	54 1/2	73 1/2	31		
	46	54	24 1/2	56 1/2	74 1/2	31		

4. BELT MEASUREMENT. For overcoats, the belt is buttoned and measured straight across the back from side seam to side seam.

5. WIDTH OF BACK. For raincoats, measure from left to right armhole seams.

6. COLLAR. a. Raincoats. Lay coat flat on table, unbuttoned, and measure from corner to corner at the bottom edge of the collar.

b. Shirts. Lay shirt on table with collar unbuttoned and measure from buttonhole on one side to center of button on other side.

7. LEG LENGTH (INSEAM). For trousers and one-piece working suits, place the tape at the crotch point and measure along the inseam to the bottom of the trousers.

8. SEATS. a. Trousers. Measure from side to side along a line one inch above the bottom of the fly. This measurement gives one-half of the seat size. Seats of khaki trousers are 10 inches larger than waist size up to size 38; above size 38 waist the seat is 9 inches over waist size. The seat measurement of elastique trousers is about 10 inches over all waist sizes.

b. One-piece working suits. Measure from side to side on a line from the lower end of one side pocket to the lower end of the other. This measurement gives one-half of the seat size.

9. TRUNK. For one-piece working suits lay suit on table and measure from crotch to shoulder seam at collar. This gives one-half of trunk measure.

10. WAIST. Trousers are laid flat on the table, front up, with the top button fastened. Measure from one side to the other along a line through the middle of the waistband. This gives one-half of the waist measurement.

11. TROUSER BOTTOMS. For khaki trousers, the bottoms are 20½ inches up to size 38 waist; larger waist sizes have 21 inch

bottoms. Elastique trousers have 19½ inch bottoms up to size 32 waist; larger waist sizes have 20 inch bottoms.

12. LEGGINGS. Leggings are measured when fastened up snugly to the hooks and come in only three sizes.

a. Size 1 measures 13½ inches at the calf, 9½ inches at the ankle.

b. Size 2 measures 15 inches at the calf, 10 inches at the ankle.

c. Size 3 measures 16½ inches at the calf, 11 inches at the ankle.

d. Leggings 12¾ inches long are "regulars," those 14 inches long are "longs." Sizes, as indicated in paragraphs *a*, *b*, and *c* above are identical for regulars and longs.

APPENDIX B

PART II

SIMPLIFIED METHODS OF MEASURING GARMENTS

One of the most important functions of any repair unit is the measuring and resizing of repaired clothing, in order to expedite the reissue of these garments. It is not necessary to adhere to the standardized method of measuring, as prescribed in government specifications, in field work because some measurements may be omitted.

For field operations, the most important measurements are the breast and length for the following items:

Coat, wool, service.

Coat, mackinaw.

Jacket, field.

Jacket, Herringbone Twill.

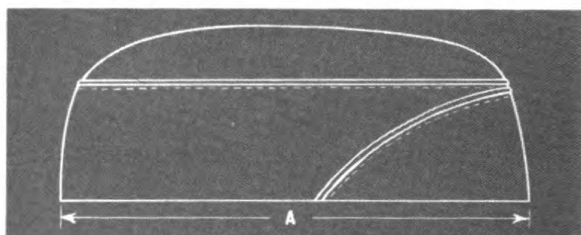
Overcoat, wool, roll collar.

Raincoat.

A simplified procedure for other items normally encountered in the field, in addition to those listed above, is contained in the following Table of Measurements.

METHOD OF MEASURING CAPS AND HATS

SIZE		LENGTH EQUIVALENT (Inches)	
6 $\frac{1}{2}$	7 $\frac{1}{8}$	10 $\frac{1}{4}$	11 $\frac{3}{16}$
6 $\frac{5}{8}$	7 $\frac{1}{4}$	10 $\frac{7}{16}$	11 $\frac{3}{8}$
6 $\frac{3}{4}$	7 $\frac{3}{8}$	10 $\frac{5}{8}$	11 $\frac{9}{16}$
6 $\frac{7}{8}$	7 $\frac{1}{2}$	10 $\frac{13}{16}$	11 $\frac{3}{4}$
7		11	



Caps and hats are measured with a straight rule taking one-half of the circumference in the straight line measurement using the above table. If table is not available, determine inside measurement of sweat band in inches and divide by 3 $\frac{1}{7}$ or 3.14.

COATS, MACKINAW

(This garment is cut 9" over given size in breast measurement.)

A. BREAST MEASUREMENT—When determining the breast measurement of the garment, it must be buttoned and placed on a table with the back up. The tape measure is extended from side to side along the breast line. This will determine the half breast measurement. It is a simple matter to determine the correct size merely by doubling the half breast measurement and subtracting nine inches. For instance, a coat, mackinaw, is measured across the back and found to measure 23 $\frac{1}{2}$ "; by doubling this (47") and subtracting 9" we find the result to be size 38. (See chart below.)

B. COAT LENGTH—The coat length is measured from the bottom edge of the under-collar at the center seam of the back, down to the bottom of the coat.

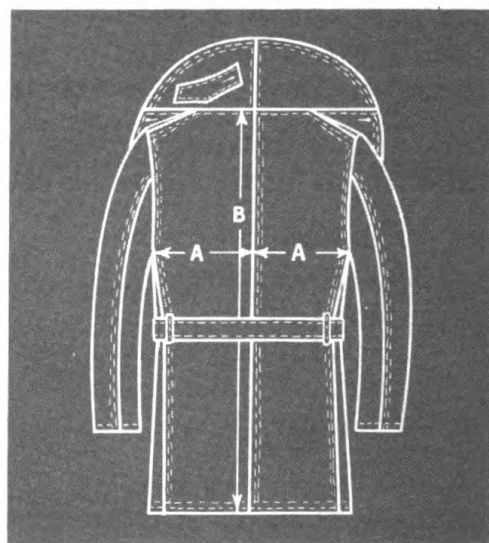
Size	Full Breast Meas. (Inches)	(A) One-Half Full Breast Meas. (Inches)	(B) Coat Length (Inches)
34	43	21 $\frac{1}{2}$	32
36	45	22 $\frac{1}{2}$	32 $\frac{1}{2}$
38	47	23 $\frac{1}{2}$	33
40	49	24 $\frac{1}{2}$	33 $\frac{1}{2}$
42	51	25 $\frac{1}{2}$	34
44	53	26 $\frac{1}{2}$	34
46	55	27 $\frac{1}{2}$	34
48	57	28 $\frac{1}{2}$	34

SIZE VARIATION

LONGS—Body length 1 $\frac{1}{2}$ " longer.

SHORTS—Body length 1 $\frac{1}{4}$ " shorter.

SIZES—Must be stamped on center back lining about 1" below collar seam.



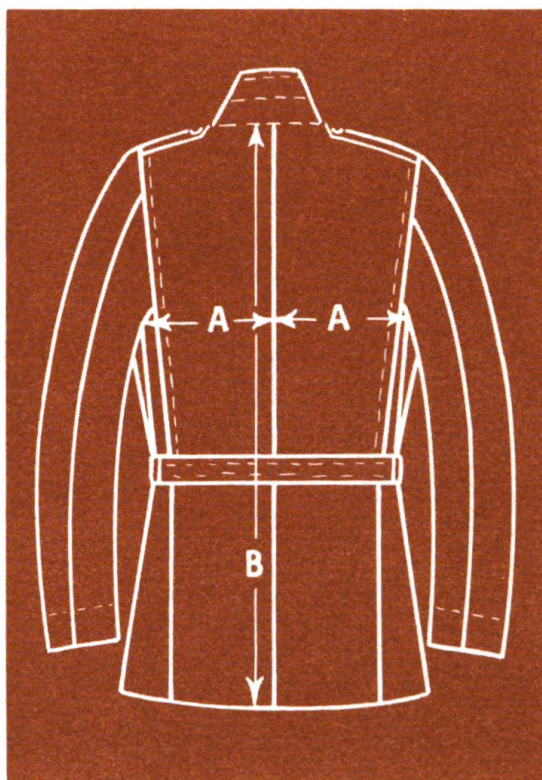
COATS, WOOL, SERVICE

(This garment is cut 3" over given size in breast measurement.)

A. BREAST MEASUREMENT—When determining the breast measurement of the garment, it must be buttoned and placed on a table with the back up. If there are any plaits in the back of the garment, be sure that they are closed. The tape measure is extended from side to side along the breast line. This will determine the half breast measurement. It is a simple matter to determine the correct size merely by doubling the half breast measurement and subtracting three inches. For instance, a coat, wool, service, is measured across the back and found to measure $20\frac{1}{2}$ "; by doubling this (41) and subtracting 3" we find the result to be size 38. (See chart below.)

B. COAT LENGTH—The coat length is measured from the bottom edge of the undercollar at the center seam of the back, down to the bottom of the coat.

Size	Full Breast Meas. (Inches)	One-Half Full Breast Meas. (Inches)	Coat Length (Inches)
33	36	18	$27\frac{1}{2}$
34	37	$18\frac{1}{2}$	28
35	38	19	$28\frac{1}{2}$
36	39	$19\frac{1}{2}$	29
37	40	20	$29\frac{1}{2}$
38	41	$20\frac{1}{2}$	30
39	42	21	$30\frac{1}{2}$
40	43	$21\frac{1}{2}$	31
42	45	$22\frac{1}{2}$	$31\frac{1}{2}$
44	47	$23\frac{1}{2}$	32
46	49	$24\frac{1}{2}$	32



SIZE VARIATION

LONGS—Body Length $1\frac{1}{2}$ " Longer.

SHORTS—Body Length $1\frac{1}{4}$ " Shorter.

STUBS—Body Length $2\frac{1}{2}$ " Shorter.

EX-LONGS—Body Length 3" Longer.

SIZES must be stamped on center yoke lining about 1" below collar seam.

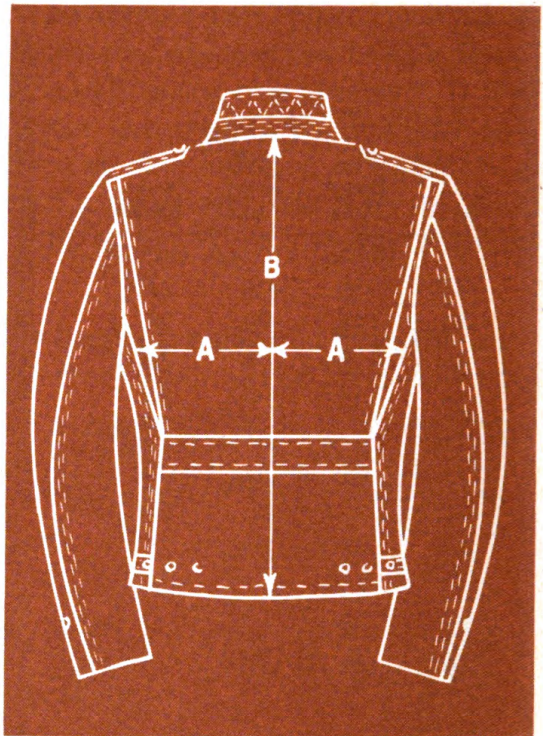
JACKET, FIELD

(This garment is cut 7" over given size in breast measurement.)

A. BREAST MEASUREMENT—When determining the breast measurement of the garment, it must be buttoned and placed on a table with the back up. If there are any plaits in the back of the garment, be sure that they are closed. The tape measure is extended from side to side along the breast line. This will determine the half breast measurement. It is a simple matter to determine the correct size merely by doubling the half breast measurement and subtracting seven inches. For instance, a jacket, field, is measured across the back and found to measure $22\frac{1}{2}$ "; by doubling this (45") and subtracting 7" we find the result to be size 38. (See chart below.)

B. JACKET LENGTH—The jacket length is measured from the bottom edge of the undercollar at the center of the back, down to the bottom of the jacket.

Size	Full Breast Meas.	One-Half Full Breast Meas.	Jacket Length
	(Inches)	(Inches)	(Inches)
34	41	$20\frac{1}{2}$	$25\frac{3}{4}$
36	43	$21\frac{1}{2}$	$26\frac{1}{8}$
38	45	$22\frac{1}{2}$	$26\frac{1}{2}$
40	47	$23\frac{1}{2}$	$26\frac{7}{8}$
42	49	$24\frac{1}{2}$	$27\frac{1}{4}$
44	51	$25\frac{1}{2}$	$27\frac{1}{4}$
46	53	$26\frac{1}{2}$	$27\frac{1}{4}$
48	55	$27\frac{1}{2}$	$27\frac{1}{4}$
50	57	$28\frac{1}{2}$	$27\frac{1}{4}$



SIZE VARIATION

LONGS—Body length $1\frac{1}{2}$ " longer.

SIZES—Must be stamped on center back lining about 1" below collar seam.

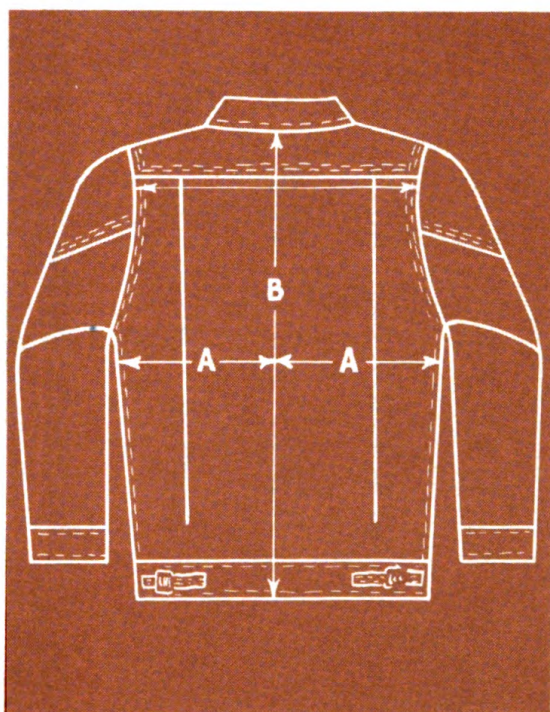
JACKET, HERRINGBONE TWILL

(This garment is cut 6" over given size in breast measurement.)

A. BREAST MEASUREMENT—When determining the breast measurement of the garment, it must be buttoned and placed on a table with the back up. If there are any plaits in the back of the garment, be sure that they are closed. The tape measure is extended from side to side along the breast line. This will determine the half breast measurement. It is a simple matter to determine the correct size merely by doubling the half breast measurement and subtracting 6". For instance, a jacket, herringbone twill, is measured across the back and found to measure 22"; by doubling this (44") and subtracting 6" we find the result to be size 38. (See chart below.)

B. JACKET LENGTH—The jacket length is measured from the bottom edge of the undercollar at the center of the back, down to the bottom of the jacket.

Size	(A)		(B) Length
	Full Breast Meas.	One-Half Full Breast Meas.	
	(Inches)	(Inches)	(Inches)
34	40	20	27 $\frac{1}{4}$
36	42	21	27 $\frac{5}{8}$
38	44	22	28
40	46	23	28 $\frac{3}{8}$
42	48	24	28 $\frac{5}{8}$
44	50	25	28 $\frac{7}{8}$
46	52	26	28 $\frac{7}{8}$



SIZE VARIATION

LONGS—Body length 1 $\frac{1}{2}$ " longer.

SIZES—Must be stamped on center of back about 1" below top collar seam.

OVERCOAT, WOOL, ROLL COLLAR

(This garment is cut 5" over given size in breast measurement.)

A. BREAST MEASUREMENT—When determining the breast measurement of the garment, it must be buttoned and placed on a table with the back up. The tape measure is extended from side to side along the breast line. This will determine the half breast measurement. It is a simple matter to determine the correct size merely by doubling the half breast measurement and subtracting 5 inches. (If there are any plaits in the back of the garment, be sure that they are closed.) For instance, an overcoat, wool, roll collar, is measured across the back and found to measure $21\frac{1}{2}$ "; by doubling this (43") and subtracting 5" we find the result to be size 38. (See chart below.)

B. OVERCOAT LENGTH—The overcoat, wool, roll collar, length is measured from the bottom edge of the undercollar at the center seam of the back, down to the bottom of the garment.

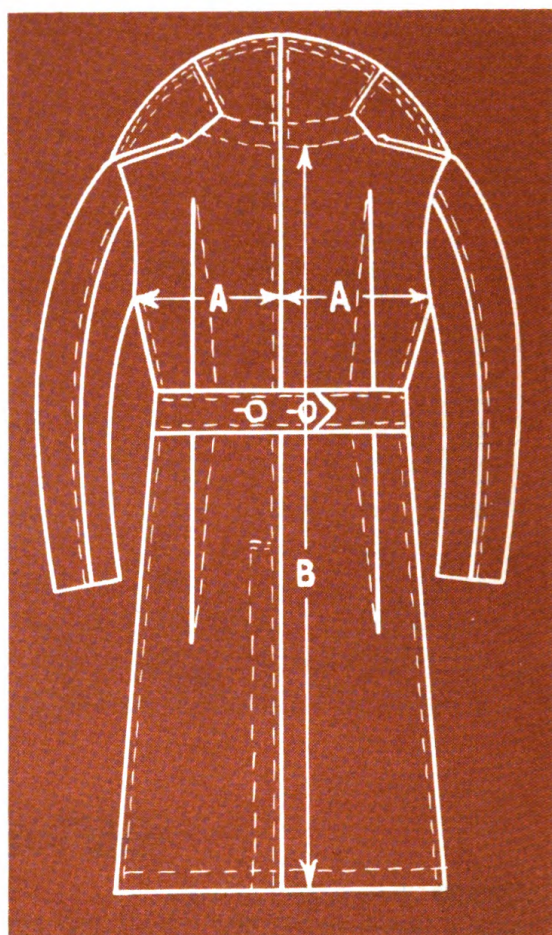
Size	Full Breast Meas.	One-Half Full Breast Meas.	Coat Length
	(Inches)	(Inches)	(Inches)
34	39	$19\frac{1}{2}$	46
36	41	$20\frac{1}{2}$	47
38	43	$21\frac{1}{2}$	48
40	45	$22\frac{1}{2}$	49
42	47	$23\frac{1}{2}$	50
44	49	$24\frac{1}{2}$	50
46	51	$25\frac{1}{2}$	50

SIZE VARIATION

LONGS—Body Length 3" Longer.

SHORTS—Body Length 3" Shorter.

SIZES—Must be stamped on center back lining about 1" below collar seam.



RAINCOAT, ARMY

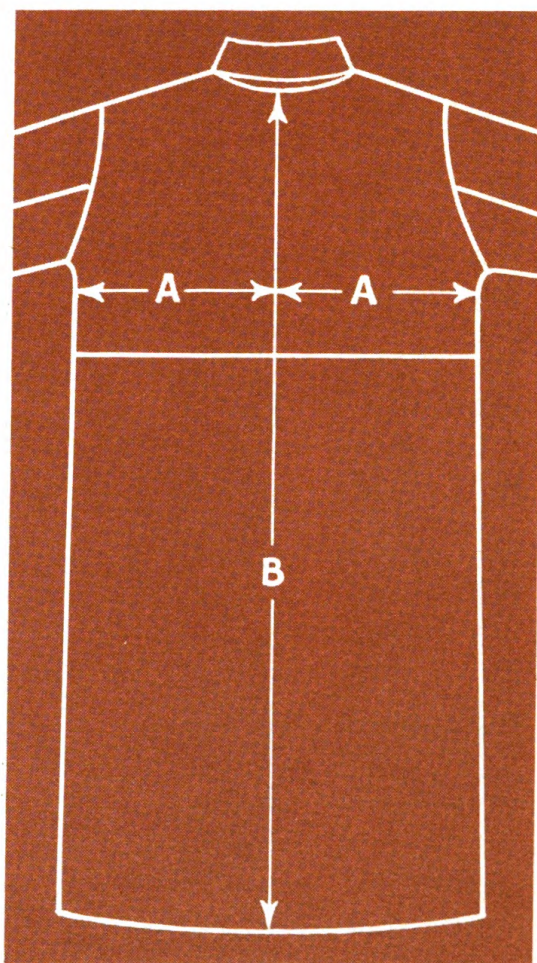
(This garment is cut 10" over given size in breast measurement.)

A. BREAST MEASUREMENT—When determining the breast measurement of the garment, it must be buttoned and placed on a table with the back up. If there are any plaits in the back of the garment, be sure that they are closed. The tape measure is extended from side to side along the breast line. This will determine the half breast measurement. It is a simple matter to determine the correct size merely by doubling the half breast measurement and subtracting 10 inches. For instance, a raincoat is measured across the back and found to measure 26", by doubling this (52") and subtracting 10" we find the result to be size medium or 38. (See chart below.)

B. RAINCOAT LENGTH—The raincoat length is measured from the bottom edge of the undercollar at the center of the back, down to the bottom of the garment.

Size		One-Half Length Full Dis-		
		Breast Meas.	Breast mount- Meas.	ed
		(Ins.)	(Ins.)	(Ins.)
Small	38	48	24	46
Medium	42	52	26	48
Large	46	56	28	50

SIZES—Must be stamped on center of back about 1" below top collar seam.



METHOD OF MEASURING SHIRTS, COAT STYLE

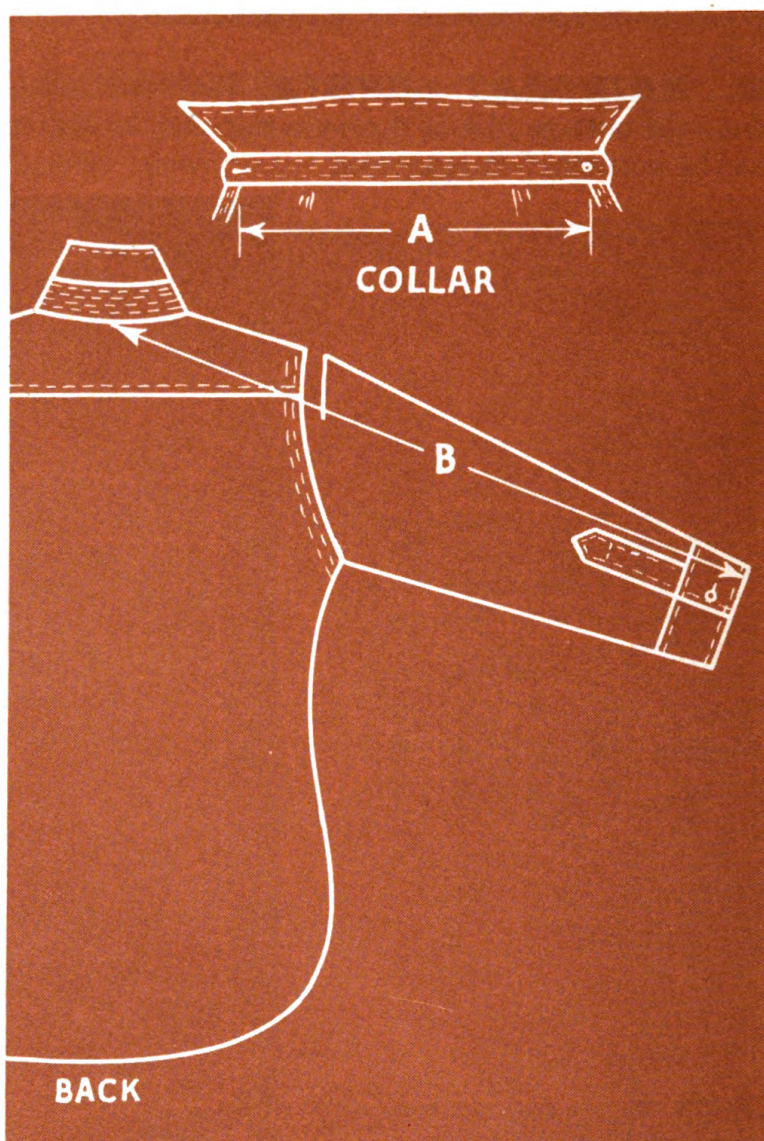
In measuring a shirt the most important measurements are the collar and sleeve measurements. All others may be omitted in field work.

A. COLLAR MEASUREMENT—Lay shirt on table with collar unbuttoned and measure from buttonhole at left side to button on right side.

B. SLEEVE LENGTH—Measure from center of back below collar down to bottom of sleeve, forming a plait of 1" in sleeve at shoulders.

(A) Collar Size	(B) Sleeve Length
12	32-33
12½	32-33
13	32-33
13½	32-33
14	32-33-34
14½	32-33-34
15	32-33- 34-35
15½	32-33- 34-35
16	32-33- 34-35
17	33-34-35
18	34-35
19	34-35
20	34-35

SIZES—Must be stamped on center of back about 1" below top collar seam.



METHOD OF MEASURING SUITS WORKING, ONE-PIECE, H. B. T.

In measuring this garment the most important measurements are the breast, trunk, and leg inseam. All other measurements may be omitted in field work.

(This garment is cut 8" over given size.)

A. BREAST MEASUREMENT—In measuring breast, suit must be buttoned up. Place tape measure from left to right under the arms and spread out. This will give you half of the full breast measurement.

B. TRUNK—Lay suit down on table and measure from the crotch to shoulder seam at collar. This will give half of full measure.

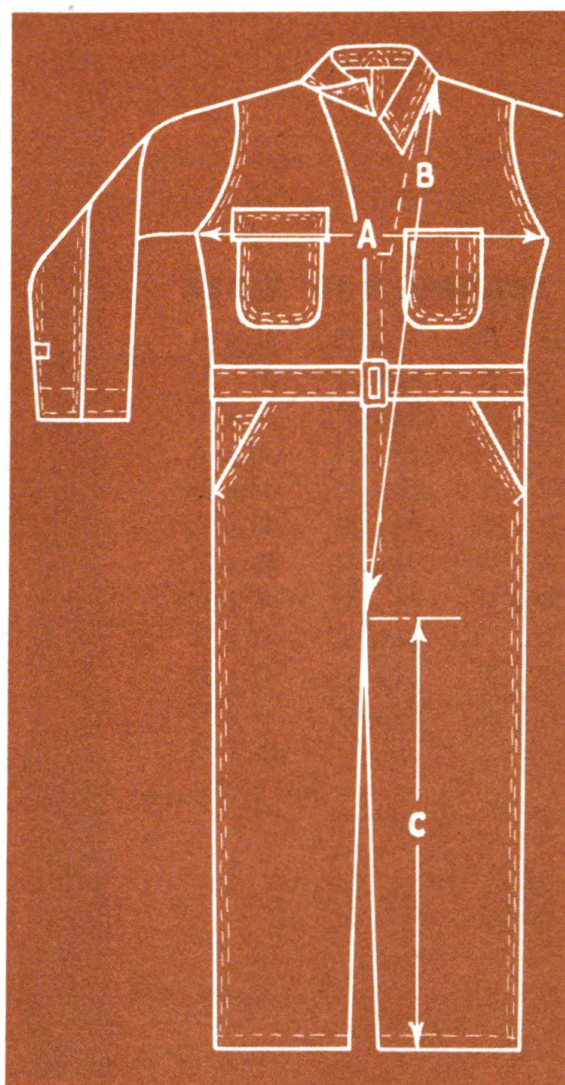
C. LEG IN SEAM—Place tape measure under crotch and measure down to bottom of leg.

REMARKS SIZE VARIATION

LONGS—Leg length $1\frac{1}{2}$ " longer than regular.

SIZES—Must be stamped on center of back about 1" below top collar seam.

Size	(A)		(B)	(C)
	Full Breast Meas- ure	Half Breast Meas- ure	Trunk	Leg Inseam
	(Ins.)	(Ins.)	(Ins.)	(Ins.)
36	44	22	68	30
38	46	23	69 $\frac{1}{2}$	30
40	48	24	71	30 $\frac{1}{2}$
42	50	25	72 $\frac{1}{2}$	30 $\frac{1}{2}$
44	52	26	73 $\frac{1}{3}$	31
46	54	27	74 $\frac{1}{2}$	31



METHOD OF MEASURING ALL TROUSERS

In measuring this garment the most important measurements are the waist and inseam length.

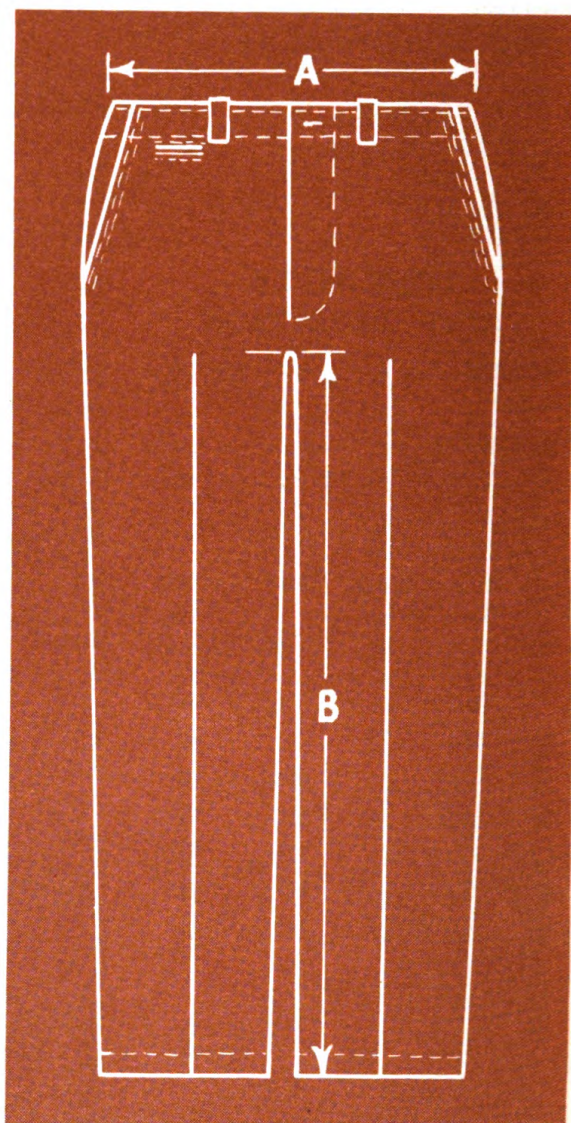
A. WAIST—The top fly button of the trousers is fastened and the trousers are laid flat on the table, front up. The tape is placed at the top of the trousers in center of waist band and extended from one side to the other. The result is one-half of the waist measurement.

B. INSEAM LENGTH—The tape is placed at the crotch point and extended along the inseam to the bottom of the trousers. The legs must be of the same length.

C. SIZES—Must be stamped on the waist band lining above the right hip pocket.

SCHEDULE OF SIZES

28 x 29	31 x 33	36 x 31
28 x 31	32 x 29	36 x 33
28 x 33	32 x 31	36 x 35
29 x 29	32 x 33	38 x 31
29 x 31	32 x 35	38 x 33
29 x 33	33 x 29	38 x 35
30 x 29	33 x 31	40 x 31
30 x 31	33 x 33	40 x 33
30 x 33	34 x 31	42 x 31
31 x 29	34 x 33	42 x 33
31 x 31	34 x 35	44 x 33
		46 x 33



APPENDIX C

ESTIMATED OPERATING SUPPLIES

1. Operating supplies (usually 90 days for 50,000 men) for salvage repair companies, semimobile, are furnished by the Office of The Quartermaster General only upon receipt of movement orders for each company, and are shipped to the proper port of embarkation.

2. Operating supplies for training purposes should be drawn, as needed, from the quartermaster repair shop at the post, camp or station to which the company is attached. In the event that there is no quartermaster repair installation at the home station, requisition should be submitted to the Office of The Quartermaster General and so stated in the Basis.

3. Initial issue of hand tools will be furnished by the Office of The Quartermaster General upon submission of requisition.

4. Operating supplies needed by the mobile shoe repair trailers for three months, working two shifts per day (with an estimated daily capacity of 400 pairs of shoes), are as follows:

Standard Stock Catalog No.	Description	Unit	Quantity
14-G-1045	Greases, lubricating, cup, medium grade, 1 or 2 lb. can	lb.	10
14-O-1375	Oil, lubricating, No. 300A	gal.	10
27-T-1275-80	Thread, cotton, cord, No. 9, 1 lb. cone	cone	200
27-T-1276	Thread, cotton, cord, No. 10, 1 lb. cone	cone	400
27-T-1279-50	Thread, cotton, brown, glazed finish, No. 16, cord 4	lb.	5
27-T-1407	Thread, cotton, grey, soft finish, No. 16, cord 4	lb.	5
34-L-1115	Leather, sole, shoulder, cowhide, 6 to 7 irons thick	lbs.	750
34-L-1125	Leather, sole, strip, 13" wide, 9 to 11 irons thick	lbs.	750
34-L-1140	Leather, sole, tap, extra long	pair	25,000
34-L-1150	Leather, sole, tap, regular*	pair	25,000
34-L-1355	Leather, welt, heavy, width inches, $1\frac{7}{32}$; thickness inches, $\frac{1}{8}$	ft.	500
	Pads, heel, sheepskin, russet		
34-P-49-45	Size 8	pair	25,000
34-P-49-50	Size 10	pair	25,000
38-B-100	Bristles, wire, hand sewing	doz.	15
38-B-1925	Brushes, inking, four-row, white bristles, wood handles, for inking edges	each	20

*If leather taps are used.

Standard Stock Catalog No.	Description	Unit	Quantity
38-B-3330	Brushes, sash tool, No. 2, in accordance with Federal specifications H-B-491	each	40
40-B-855	Brush, tan, bristle, for finishing machine, 4" block, 1½" face—cut 2" square	each	6
40-W-179	Wheels, abrasive, disk-shaped, size inches 3½ x ½	each	60
41-K-648	Knives, shoe: length of blade 5⁄8" x 3¼"	each	125
41-K-654	Knives, shoe, curved lip, left hand, size No. 2	each	10
41-K-655	Knives, shoe, curved lip, right hand, size No. 2	each	180
41-S-5221-50	Stones, sharpening, knife, w/handle, combination, one-face—coarse, other face—fine, ¾" thick, 1¼" wide, 14" long	each	15
42-C-20399-50	Cloth, amunite, paper back, grit No. 40, width inches, 13⁄8"; length of coil ft., 75	coil	60
42-C-20750	Cloth and paper, combination, abrasive, size inches 9 x 11, grit No. 50	sheets	800
42-N-27708	Nails, wire, steel, bright heel, flat, countersunk head, flat, thin, clinching point, length 1"	lbs.	625
42-N-27710	Nails, wire, steel, bright, heel, flat, countersunk head, flat, thin, clinching point, length 1⅛"	lbs.	250
42-N-30512	Nails, wire, steel, bright, shoe (cobbler's), length inches 4⁄8; gauge 16	lbs.	1,000
42-P-3425	Pieces, heel breaster, combination cloth and paper, style No. 303, grit No. 50	each	500
51-I-151	Ink, burnishing, brown, 1 gal. can	gal.	60
52-C-1400	Cement, rubber, liquid, "Pale crepe," quick-drying, for shoe soling	gal.	250
52-W-565	Wax, shoemaker's, finishing, brown, ½ lb. cakes	cake	125
52-W-590	Wax, shoemaker's, hard sewing, 1 oz. cakes	cake	60
52-W-625	Wax, shoemaker's, stitching machine, white	lb.	250
66-A-88	Awls, stitching machine, curved, size No. 93	doz.	125
66-C-1400	Cover, roll, shoe finishing, No. 8	each	720
66-C-2000	Cutters, edge trimming machine, style B3741 ½ CD-45°, size 24, ¾ in. bore	each	125
66-I-225	Irons, edge setting, Nashua type, style B3741-½ CD-45°, 24	each	4
66-N-675	Needles, shoe patching machine, No. 21	doz.	30
66-N-696	Needles, stitching machine, curved, size No. 45	doz.	125
66-S-350	Shields, cutter, size 8	each	15
66-S-1500	Strippers, wax, rubber	doz.	4
72-E-2500	Eyelets, shoe, mogul, long, brown, dark, No. 19 Heels, rubber, whole, black: FS ZZ-H-141 amended as follows: Par. E-3—Thickness of heel shall be approximately 13⁄16" at back and 9⁄16" at breast, exclusive of the bevel and ridges around nail holes. Par. E-6—Abrasive index is reduced from 35 to 29	M	3

Standard Stock Catalog No.	Description	Unit	Quantity
72-H-350	Size 7-8.....	pair	350
72-H-360	Size 9-10.....	pair	5,250
72-H-370	Size 10-11.....	pair	14,500
72-H-380	Size 11-12.....	pair	11,550
72-H-390	Size 12-13.....	pair	3,000
72-H-400	Size 13-14.....	pair	350
72-P-9500	Pegs, shoe, wood, $\frac{5}{8}$ " length, gauge 11.....	qt.	60
	Soles, half (taps), rubber, composition		
72-S-11897	Size 6.....	pair	1,500
72-S-11898	Size 7.....	pair	5,500
72-S-11899	Size 8.....	pair	11,000
72-S-11900	Size 9.....	pair	14,000
72-S-11905	Size 10.....	pair	10,500
72-S-11910	Size 11.....	pair	5,500
72-S-11915	Size 12.....	pair	1,500
72-S-11930	Size 15.....	pair	500
This item is not available from stock.	Belting, web: U. S. M. C. Cleco or equal:		
	1".....	yard	10
	1½".....	yard	10
	2".....	yard	10
	Standard commercial containers, not more than one size of each container. Bidder will submit one pair as sample.		

5. Operating supplies needed by the clothing trailers and textile trailers, working two shifts per day for 90 days, are as follows: (C indicates clothing trailer, T indicates textile trailer, and B indicates use for both trailers.)

14-C-984	Grease, lubricating, mineral, ball or roller bearing, Singer soft or equal.....	lb.	10B
14-O-3279	Oil, lubricating, sewing machine.....	pint	50B
21-R-160	Rope, cotton, $\frac{1}{4}$ " diameter.....	lb.	500T
27-B-1600	Buttons, bakelite, O. D., 4-hole, 22L.....	gross	50C
27-B-1610	Buttons, bakelite, O. S., 4-hole, 27L.....	gross	25C
27-B-2753	Buttons, tack, ligne 27, shell open top button with ligne 14 back.....	each	3,500T
27-B-3055	Buttons, pearl white, 24L, 4-hole.....	gross	50C
27-B-4845	Buttons, V. I., O. D., 20L, 4-hole.....	gross	50C
27-B-4855	Buttons, V. I., O. D., 22L, 4-hole.....	gross	25C
27-B-4865	Buttons, V. I., O. D., 24L, 4-hole.....	gross	50C
27-B-4885	Buttons, V. I., O. D., 30L, 4-hole.....	gross	25C
27-B-4925	Buttons, V. I., O. D., 45L, 4-hole.....	gross	25C
27-F-860	Fasteners, slide, Talon, No. 5-6-16-½ separating, O. D., tape $\frac{3}{4}$ inch.....	each	500C
27-N-475	Netting, mosquito, unbleached.....	yard	250T
27-T-916	Tape, mosquito bars, $\frac{3}{4}$ ".....	yard	4,300T
27-T-1590	Thread, machine, cotton, khaki, left twist, 40/3-6,000 yd. cone.....	cone	100

Standard Stock Catalog No.	Description	Unit	Quantity
27-T-2110	Thread, machine, cotton, O. D., left twist, 20/4, 600 yd. spool	spool	100B
27-T-2300	Thread, machine, cotton, O. D., left twist, 40/3, 6,000 yd. cone	cone	100B
27-T-3210	Thread, machine, cotton, white, left twist, 24/4, 600 yd. spool	spool	60C
27-T-3310	Thread, machine, cotton, white, left twist, 40/3, 6,000 yd. cone	cone	50C
27-T-4730	Thread, machine, cotton, khaki, left twist, mer- cerized A, 6,000 yd. cone	cone	100B
27-T-5020	Thread, machine, cotton, O. D., left twist, mer- cerized A, 6,000 yd. cone	cone	100B
34-B-985	Belting, $\frac{5}{16}$ " round	foot	14B
41-N-337	Needles: Hand, assorted sizes	pkg.	100C
41-T-155	Tape measure, linen, 60"	each	100B
41-Y-50	Yard stick	each	5B
52-C-1150	Cement, liquid, tent patching, 1 pint can.	pint	50T
52-W-520	Wax, marking, cutter, white	box	10B

6. The following items may be requisitioned once, in the amounts indicated. Replacements will be requisitioned when needed.

19-B-89102	Block and tackle hoist, inspection	each	3T
41-N-329	Needle, sewing, sailmaker's, No. 15	each	50T
41-P-80	Palm, leather, sewing, sailmaker's	each	10T
41-T-1683	Thimble, open end	each	50C

7. All necessary cloth and material will be secured from unrepairable salvage.

APPENDIX D

ADMINISTRATIVE CHECK LISTS

PART I

MILITARY RECORDS

a. Company Records

Company Correspondence File	
Company Council Book	WD QMC 15
Company Morning Report	WD AGO 1
Company Orders	
Company Property Book	QMC 424 (rev)
Company Punishment Record	
Daily Sick Report	WD AGO 5
Driver's Report—Accident, Motor Transport	SF 26

Duty Roster.....	WD AGO 6
Enlisted Man's Pass.....	WD AGO 7
Exchange Order (optional form).....	ExO-1
Individual Clothing and Equipment Record.....	WD AGO 32
Individual Clothing Slip.....	WD AGO 35
Individual Equipment Record.....	WD AGO 33
Report of Survey*.....	WD AGO 15
Requisitions.....	WD QMC 400, 401, 409, 411, 412, 413, 414
Statement of Charges*.....	WD AGO 36

b. Personnel Records. These are also required to be kept by the company when it is "separated" or "detached."

Abstract of Class "B" Pay Reservation Deductions (and ledger cards).....	WD FD 54
Application for Family Allowances. Class F Deduction.....	WD AGO 625
(When prepared by individual soldier. See Part II, c.)	
Application for Pay Reservation for Purchase of War Savings Bonds Class "A" Pay Reservation.....	WD AGO 29-5
Certificate of Service.....	WD AGO 280
Charge Sheet for Courts Martial.....	WD AGO 115
Class D, E, and N Allotments; application, authorization, discontinuance, changes, etc.....	WD AGO 29, 29-1, 30 USVB 350, 724, 896
Consolidated Report of Classification in Arms.....	WD AGO 111
Correspondence and Files	
Descriptive List of Deserter from Army of the United States.....	WD AGO 45
Designation of beneficiary; Certificate for Change in Address of Beneficiary or Next of Kin.....	WD AGO 41 WD AGO 42
Discharges (including Certificate of Disability for Discharge).....	WD AGO 40, 55, 56, 57
Emergency Addressee and Personal Property Card.....	WD AGO 43
Extract from Service Record.....	WD AGO 25
Final Statement.....	WD 370
Furlough.....	WD AGO 31
Investigating Officer's Report - Motor Transport.....	SF 27
Notification of Discharge.....	WD AGO 39
Pay Rolls.....	WD 366 and 366a
Qualification Cards.....	WD AGO 20
Report of Apprehension or Surrender of a Deserter.....	WD AGO 46
Report of Death.....	WD AGO 52
Report of Desertion (See Part II c).....	WD AGO 44
Report of Individual Classification in Arms.....	WD AGO 110
Report of Physical Examination of Enlisted Man Prior to Discharge or Retirement.....	WD AGO 38
Reports of Change and Rosters.....	WD AGO 303 and WD AGO 309

These forms are initiated by the company commander as the "responsible officer," but preparation is usually done by the personnel section.

Request for Cancellation of or Change in Pay Reservation for Purchase of War Savings Bonds.....	WD AGO 30-5
Service Records (including inserts).....	WD AGO 24
Special Orders	
Statement of Account.....	WD AGO 27
Voucher for Pay and Allowances of Individual Enlisted Man.....	WD 337

PART II

COMPANY COMMANDER'S CHECK LIST

a. When activating a separate or detached company without assistance from personnel section:

1. Prepare Initial Roster.....AR 345-900, Par. 12
2. Submit Initial Report of Change.....AR 345-800, chg. 2, 4, Par. 18
3. Initiate Morning Report.....AR 345-400
(Prepared by 1st sergeant. Company Commander authenticates. Send to higher headquarters daily.)
4. Check Table of Organization.....AR 615-26
Requisition needed personnel
5. Initiate Company Property Book.....WD Cir. 405, 1942
6. Check Qualification Cards and Service Records
Assignments in accordance with qualifications.....AR 615-26
7. Company orders
Appointment and reduction of privates first class,
technicians, and noncommissioned officers.....AR 615-5.
AR 615-10, chg. 2
WD Circs. 25, 109,
140, 148, 1942
8. Initiate Daily Sick Report.....AR 345-415
(Prepared by 1st sergeant. Company Commander authenticates. Send to unit surgeon with sick detachment. 1 copy.) chg. 1, 2
9. Initiate Duty Roster.....AR 345-25
(Prepared by 1st sergeant. Company Commander supervises. 1 copy retained by company.)
10. Company Fund
(a) Council Book.....AR 210-50, C1
(Prepared and kept by company commander, 1 copy, file voucher for each item, audited by company council each month.)
(b) Property list.....AR 210-50, C1
(c) Bank account
11. Company History.....AR 345-105, chg. 1, 3

12. Check Combination Equipment Chart and Requisition. OQMG Cir. Letter
(Chart covers all items and quantity thereof of individual and organizational equipment to be initially issued unit by all supply arms and services, except individual clothing and equipment issued soldier at Reception Center. Company commander will receive copy of chart and will check with it against items issued to secure fulfillment of issue provided thereon.) No. 13, Jan. 22, 1943, OQMG
13. Check Tables of Basic Allowances
(Equipment Table—when published, against Chart and Requisition referred to in (12) above and also Equipment Chart.)
14. Check Table of Allowances No. 20 for issue of post property.
15. Provide files for individual clothing and equipment records and requisition deficiencies.
16. Sex Morality Course. AR 40-210

b. When taking over a company already formed.

1. Inventory of property and equipment
 - (a) Property Book.
 - (b) WD AGO 32 and 33.
 - (c) Check with custodial officer on T/A property.
2. Transfer Unit Fund.
 - (a) Check Council Book.
 - (b) Check company property list.
 - (c) Transfer bank account.
3. Check roster of company against T/O.
4. Check Morning Report against roster.
5. Check Duty Roster.
6. Check Service Records and Qualification Cards.
(Commanding officers should know the qualifications and backgrounds of their men.)

c. After company is in existence, assuming assignment to personnel section*.

1. DAILY

- (a) Morning Report, WD AGO 1. AR 345-400, chg. 2
- (b) Report of Change, WD AGO 303. AR 345-800,
(Prepared by personnel officer, 3 copies. Original to machine records section. For individual officers, duplicate to Quartermaster General. For individual enlisted men, duplicate is not transmitted. For units, duplicate to Quartermaster General, except not forwarded when outside continental United States. chg. 1, 2, 3, 4

*Where company is "separate" or "detached" and is not assigned to a personnel section for administration, the company commander will assume the responsibilities detailed to the personnel adjutant. (See also Part III.)

Triplicate: for individual enlisted men and officers is retained in personnel section, for units to "Adjutant General, Returns Section, Miscellaneous Branch, Washington, D. C.")

- (c) Sick Report, WD AGO 5.....AR 345-415, chg. 1, 2
- (d) Duty Roster, WD AGO 6.....AR 345-25
Publish duty details.
- (e) Company correspondence.....AR 340-15, chg. 1, 2
Files.....AR 345-620, chg. 1
- (f) Company orders.
 - 1. Appointment to and reduction from Pfc.WD Cir. 264, 1941
 - 2. Ratings.....AR 615-5
 - 3. Grades and Reductions.....AR 345-155, chg. 2
W. D. Cir. 204, 1942

2. MONTHLY

- (a) Pay accounts.....AR 345-155,
chg. 1, 2, 3, 4, 5
 - 1. Pay Rolls.....AR 35-4520
(Prepared and authenticated by personnel officer AR 35-5520, chg. 1
in quadruplicate. Original and first copy to the AR 35-1440
disbursing officer, duplicate for company rec- AR 35-2440, chg. 1
ords, triplicate sent to TAG in lieu of roster. It AR 345-475, chg. 1
will be completed to show men who have ceased
to belong to organization or who have been
assigned between time of preparation of pay
roll and last day of month.)
 - 2. Voucher for Pay and Allowances of Individual
Enlisted Men (WD 337).
- (b) Check and return roster from Machine Record Unit
- (c) Company Council Meeting.....AR 210-50, chg. 1, 2
Audit Council Book.
- (d) Ration Record.....WD Cir. 16/43
AR 345-400
- (e) Initiate new forms.
 - 1. Morning Report.....AR 345-400, chg. 1, 2
 - 2. Duty Roster.....AR 345-25
 - 3. Council Book.....AR 210-50, chg. 1

3. QUARTERLY

- (a) T/BA requisitions } or as directed by higher AR 35-6540
- (b) Clothing requisitions } authority.....AR 35-6540
WD Cir. 405/42
AR 615-40
- (c) Requisitions for Expendables (or as needed).....OQMG Cir. 1-18/42

4. SEMIANNUALLY

- (a) Read Articles of War.....AW 110
Enter in Service Record.....AR 345-125

- (b) Check Service Records.....AR 345-125, chg. 1-12
- (c) Physical Inventory of Property.
- (d) Sex Morality Course.....AR 40-235

5. ANNUALLY

- (a) Check Supply and Property Records.
 - 1. Company Property Book.....WD Cir. 405-1942
 - 2. New M/R for post property where custodial system not used.
- (b) Company Orders.
- (c) New Correspondence File

6. MISCELLANEOUS (throughout year).

- (a) Allotments.....AR 35-5520, chg. 1, 2, 3, 4, 5
- 1. Class E.....WD Cir. 382/42
 (Purposes: (1) support of allotter's family or dependent relatives, (2) to banks in the United States, (3) to commercial life insurance companies for payment of premiums. Authorizations made in duplicate on WD AGO Form 29. Duplicate is filed with service record. Send original, and all correspondence pertaining thereto to: "Office of Dependency Benefits, 213 Washington St., Newark, N. J.," see WD Cir. 382-42. Make notations on service record, pay roll and soldier's individual pay record. For discontinuance use WD AGO 30. Class E Allotments will be accepted from military personnel wherever situated, see WD Cir. 382-42.)
- 2. Class D.....AR 600-100, chg. 2
 (Covers allotments for premiums for United States government life insurance. Forms and procedure are same as with Class E Allotments. All forms and correspondence pertaining thereto will be forwarded to "Examination Division, Bldg. X, 19th and B Sts., N. E., Washington, D. C.")
 AR 35-5520, chg. 1, 2, 3, 4, 5
 WD Cir. 382/42
- 3. Class N.....AR 35-5520, chg. 1, 2, 3, 4, 5
 (Allotments for premiums for National Service Life Insurance. Forms, procedure, and corresponding address same as with Class D Allotments, except applicant should mail duplicate to his beneficiary.)
 WD Cir. 382, 387/42
- 4. Class X.....
 (For personnel on duty outside continental limits of U. S. whose dependents reside in foreign countries other than that in which such personnel may be serving.)
 Chg. 3 of
 AR 35-5520

- (b) Company Punishment Record.....AW 104
(No entry made on service record, but company commander will keep record showing date, offense, party, and punishment. In case of transfer, record is filed but *no* transcript is forwarded to new commanding officer.) AR 345-125, Par. 28 of chg. 3
- (c) Class F Deduction.....Bull. 29, WD 1942
(WD AGO Form 625, Application for Family Allowances, is executed in triplicate. Have eligible enlisted man, grades 4 to 7 inclusive, sign before notary. "Original" is indorsed by personnel officer or organization commander and mailed to: "Allowance and Allotment Branch, War Department, Bldg. Y, 20th and B Sts., N. E., Washington, D. C." "Official copy" is filed with soldier's service record, third copy is applicant's. On receipt of WD AGO 650, Notification of Action Taken on Application for Family Allowances, where same is approved, entry of proper pay roll notations and Soldier's Individual Pay Record and Card will be verified.) WD Cir. 225/42
WD Cir. 288/42
WD Cir. 28/43
WD Cir. 69/43
- (d) Discharge.
1. Certificate of Service.....AR 345-500, chg. 1, 2
(Form is WD AGO 280. Personnel officer prepares in duplicate. The recipient and the commanding officer sign both copies.) WD Cir. 252-41
 2. Discharge Certificate.....AR 345-470, chg. 2, 3
(Personnel officer prepares and sends to company commander for character entry and signature.) AR 345-465
 3. Final Statement.....AR 345-475
(Prepared in duplicate. Original only signed. Personnel officer certifies. Enlisted man presents original to proper disbursing officer for payment.) AR 35-2480 chg. 1, 2
 4. Report of Physical Examination of Enlisted Man Prior to Discharge or Retirement.....AR 40-100, chg. 1
(Enlisted man will declare his physical condition thereon, and then be examined by Medical Officer within 72 hours prior to discharge. Not used where discharged for physical disability or because of sentence of civil court.)
- (e) Emergency Addressee and Personal Property Card....WD Cir. 338/42
(WD AGO 43 is prepared in and retained by personnel section. Cards will be prepared for personnel now overseas and sent to The Adjutant General. Send with Service Record in case of transfer. If ordered outside continental U. S. send to The Adjutant General.)

- (f) Furloughs, Passes and Delays. AR 615-275, chg. 1
(Furloughs to be 15 days or less except in emergency WD Cirs. 133-
or return from overseas, may not exceed 15% of 41, 56/42,
command at a time except as provided. 15% rule 79/42,
waived in case of men completing basic training.)
- (g) Report of Survey. AR 35-6640,
(Prepared by responsible officer and forwarded to chg. 1, 3
commanding officer in triplicate. Supporting evi-
dence attached only to original copy. Is for property
lost, destroyed or damaged *other* than by fair wear
and tear in government service.)
- (h) Qualification in Arms. AR 345-1000
(Report is made on WD AGO 110 by unit personnel
officer from data contained in original score cards or
reports of boards of examination. Report is then
referred to officer who supervised the record practice.
He verifies report from original score cards, signs
certificate thereon, and returns it to unit head-
quarters. Personnel officer prepares classification
order which the Adjutant signs and publishes.
Organization commander destroys score cards upon
receipt of classification order. Qualification of each
man is entered by personnel officer under "Re-
marks" on WD AGO 20. Entry of qualification is
made in the service record *only* in cases where extra
compensation is granted, see chg. 1. Unit com-
mander requisitions and issues qualification badges
and bars. The Consolidated Report of Classification
In Arms (WD AGO 111) is prepared by personnel
officer.)
- (i) Pay Reservation—Class A. WD Cirs. 215,
(Purchase of War Savings Bonds. Personnel officer 314, 364, 368
prepares WD AGO 29-5 in quadruplicate. Original of 1942
and duplicate to Chief of Finance, triplicate in
personnel section, quadruplicate to subscriber. To
change or cancel, use WD AGO 30-5.)
- (j) Report of Desertion. AR 615-300,
(Report of Desertion and extract copies of Morning chg. 2, 5, 6
Reports prepared in duplicate, company commander AR 615-360
authenticates. Personnel officer sends the 2 copies
to Adjutant General within 2 days after man
dropped as deserter. Within 5 days personnel officer
sends original Report of Desertion, Service Record,
extract of Morning Report, Individual Clothing
Record, list of clothing left by deserter, Qualification
Card, supplemental deserter's Pay Roll in duplicate,
and evidence to post commander who will hold
papers one year at end of which time will transmit
the supplemental pay roll to disbursing officer for

settlement. The original of Statement of Accounts is attached to Service Record and all records are forwarded to TAG.)

- (k) Report of Death..... AR 600-550,
 (In garrison and in the absence of a medical officer chg. 1, 2, 3, 4
 WD AGO Form No. 52 ordinarily will be prepared
 in triplicate and disposed of as indicated in regula-
 tion. WD AGO Form No. 54 (Inventory of Effects)
 will also be prepared. (See regulation as changed.)

- (l) Soldier's Deposit Book.....AR 35-2600, chg. 1, 2
 (FD Form 10, prepared by personnel officer, who AR 345-75, chg. 1, 2
 makes entry in service record and transmits copy
 to Chief of Finance.)

- (m) Soldier's Handbook FM 21-100.
 (Check to see issue to each enlisted man. Enter "FM
 21-100 issued" with date in Remarks Administrative
 in service record.)

- (n) Soldier's Individual Pay Record.....Par. 11½, chg. 2
 (Prepared by personnel officer and issued to en- AR 345-155
 listed man at time service record is initiated. Entries
 authenticated by personnel officer. Pay roll is pre-
 pared for casual payment to enlisted man when
 individual pay record is presented to any personnel
 officer for one who has been separated from his
 organization and service record. When casual pay-
 ment made, personnel officer will notify enlisted
 man's organization commander on WD AGO 19,
 Notice of Casual Payment, so proper entry may be
 made in service record.)

- (o) Soldier's Qualification Card.....AR 615-25,
 (Will accompany the service record of men upon chg. 1, 2, 3, 4
 transfer. Personnel officer is custodian, and super-
 vises organizational assignment of personnel. It is
 his responsibility to record all newly developed skills,
 and keep the card up-to-date. It is responsibility of
 company commander to study qualification cards of
 his men so he may know their skills and abilities in
 making assignments and promotions. When enlisted
 man fires record course and fails to qualify, enter
 under "Remarks" showing weapon, course, and date
 firing completed. See WD Cir. 383-42.)

- (p) Statement of Charges WD AGO 36.....AR 345-300
 (Prepared by personnel officer in triplicate. One copy.....AR 615-300
 retained by personnel section, one to company, and par. 10
 one to appropriate supply officer.).....WD Cir. 405/43
 par. 11

PART III

PERSONNEL ADJUTANT'S CHECK LIST

a. DAILY

1. Morning Report.....AR 345-400
Transcribe pertinent information to proper records,
and consolidate.
 - (a) Service Record.....AR 345-125
 - (b) Pay Cards and Soldier's Individual Pay Record.....AR 345-155
Par. 11½
 - (c) Report of Change.....AR 345-800
 - (d) Qualification Cards.....AR 615-25
2. Correspondence.....AR 340-15
 - (a) Reports (required by higher headquarters).
 - (b) Letters.
 - (c) Files.....AR 345-620
3. Preparation of Headquarter's Special Orders.
4. Officers' and/or First Sergeants' Call.

b. WEEKLY

1. Check Sick Books for Sicknesses Affecting Pay and Time.....AR 35-1440
 - (a) Enter in Service Record.....AW 107
 - (b) Enter on Pay Cards.

c. MONTHLY

1. Check, Correct, and Return Monthly Roster to
Machine Record Unit.....AR 345-900
2. Prepare Pay Rolls.....AR 345-155

d. SEMIANNUALLY

- Check all Service Records.....AR 345-125

e. ANNUALLY

1. Start New Correspondence File.....AR 345-620
2. Start New Special Order File.

f. MISCELLANEOUS

1. Allotments and Deductions.....AR 35-5520
2. Classification in Arms.....AR 345-1000,
chg. 1
3. Consolidated Report of Classification in Arms.....AR 345-1000,
chg. 1
4. Discharge.....AR 615-360
5. Emergency Addressee and Personal Property Card.....WD Cir. 338/42
6. Furloughs.....AR 615-275
7. Initial, Special, and Final Rosters.....AR 345-900
8. Insurance.....AR 35-5520

9. Qualification Cards.....	AR 615-25
10. Report of Death (and allied papers).....	AR 600-550
11. Report of Desertion (and allied papers).....	AR 615-300, chg. 2, 5, 6 AR 615-360

APPENDIX E

CHECK LIST FOR FOREIGN DUTY

1. WD Cirs. 333 and 361, 1942, provide the following check list for study by military personnel ordered to foreign duty.

a. The administrative items which should be considered are:

1. Officers should have their identification card (WD AGO Form No. 65-1) complete with photograph, fingerprints, signature and official authentication.

2. At the port of embarkation identification tags should be obtained and should show:

Full name.

Serial number.

Name and address of the person to be notified in case of emergency.

Date of tetanus inoculation.

Blood type.

Religion (if desired).

3. Desirability of delegating power of attorney should be considered. Power of attorney may be "general" for any use except cashing Government checks; or it may be "special" for use only in cashing Government checks.

4. Officers going overseas should make a will.

5. National Guard and Reserve officers should obtain statement of service.

6. Four copies and ten extract copies of orders should be obtained.

7. Investigation should be made to determine whether a passport will be necessary. If it is, the passport should be obtained and completed with all necessary visas.

8. Seven extra copies of the passport photograph should be obtained.

9. Information booklets concerning the country or countries which will be visited should be obtained.

10. WD AGO Form No. 41, Designation or Change in Address of Beneficiary, should be completed.

11. WD AGO Form No. 43, Emergency Addressee and Personal Property Care, should be completed.

12. The correct APO number should be determined.

13. Check with official directives to determine whether or not you have all items of clothing and equipment prescribed.

14. If the trip will involve air travel, investigation should be made to determine whether or not the necessary priority has been arranged.

b. The following financial matters should be considered:

1. Desirability of making allotments of pay to cover war risk insurance, national service life insurance, commercial insurance, dependents, etc.

2. Desirability of making pay reservation for War Bonds.

3. If any allowances such as uniform allowance, mileage allowance, or per diem are due or will accrue before embarkation, steps should be inaugurated to complete the necessary vouchers and substantiating documents in order to obtain payment.

4. A rental certificate showing nonassignment or termination of quarters at last station may be necessary.

5. Investigation should be made to determine that the pay data card is up to date, showing current pay, allowances and deductions.

c. The following medical matters should be considered:

1. The immunization register should show one smallpox vaccination, three typhoid injections, and three tetanus injections. In addition, the register should show, when orders have so required, injections for yellow fever, cholera, typhus, etc.

2. Blood type should be determined and shown on the immunization record and identification tags.

3. A thorough dental inspection should be made and all faults be immediately corrected.

4. If eyeglasses are worn, an extra pair should be obtained.

5. A physical examination should be taken at the home station, and if more than 48 hours elapse before reaching the port of embarkation, an additional examination should be made there.

2. The following is a list of clothing and equipment which officers will take overseas. In some instances special instructions will be issued, prescribing special items of clothing or equipment, and in other instances it will not be necessary to take the quantities shown on the chart.

BUY: Purchase yourself.

ISSUE: Issued by Government
at port of embarkation.

CLOTHING		ON PERSON	PERSONAL BAGGAGE BY AIR	BY EXPRESS AND WATER FOR AIR PASSENGERS	PERSONAL BAGGAGE FOR WATER PASSENGERS	LATE FREIGHT FOR ALL	MINIMUM TOTAL
B	Belt, Cloth Waist	1	..	..	..	..	1
U	Belt, Sam Browne	1	..	..	..	..	1
Y	Coat, Woolen	1	..	..	..	..	1
	Underwear, Cotton	1	2	9	12	..	12
	Handkerchiefs	2	10	12	22	..	24
	Jacket, Field	1	1	..	1	..	1
	Overcoat or Trench Coat w/Rem. Lining	1	..	..	..	..	1
	Pajamas	..	2	..	2	..	2
	Slippers	..	1	..	..	..	1
	Underwear, Woolen	..	..	2	2	..	2
	Shirts, Khaki	1	5	6	11	..	12
	Shirts, Woolen	..	1	1	2	..	2
	Trousers, Woolen	1	..	1	1	..	2
	Trousers, Khaki	..	4	2	6	..	6
	Socks, Cotton, Tan	1	5	6	11	..	12
	Socks, Woolen	..	..	..	..	4	4
	Ties, Tan	..	2	..	..	2	2
	Raincoat	1	..	..	1	..	1
	Muffler, Wool	..	..	1	1	..	1
	Cap (Overseas, Wool)	1	..	..	..	..	1
	Gloves, Wool	1	..	1	2	..	2
	Bathrobe, Cotton	..	..	1	1	..	1
	Cap (Overseas, Cotton)	..	1	1	2	..	2
	Insignia, Sets	1	2	1	3	..	4
	Leggings	..	1	1	2	..	2
	Shoes, High, Tan w/2 Extra Pair Laces	1	1	1	2	..	3
	Shoes, Low, Tan, w/2 Extra Pair Laces	..	..	1	1	..	1
	Overshoes, High, Rubber, Arctic	..	..	1	1	..	1
	Boots, Rubber, Hip (Optional)	..	..	1	1	..	1
EQUIPMENT							
I	Bag, Mussette-Bag Field Canvas	1	..	..	..	..	1
S	Belt, Web	1	..	..	..	..	1
S	Canteen, Cup and Cover	1	..	..	..	..	1
U	Meat Can, Knife, Fork, Spoon	1	..	..	..	..	1
E	Wash Basin, Folding Canvas	..	..	1	1	..	1

BUY: Purchase yourself.

ISSUE: Issued by Government
at port of embarkation.

EQUIPMENT —Continued

	ON PERSON	PERSONAL BAGGAGE BY AIR	BY EXPRESS AND WATER FOR AIR PASSENGERS	PERSONAL BAGGAGE FOR WATER PASSENGERS	LATE FREIGHT FOR ALL	MINIMUM TOTAL
Case (Dispatch).....	1	..	..	..	..	1
Helmet, Trench.....	..	1	..	1	..	1
Tags, Identification.....	2	..	..	..	..	2
Mask, Gas.....	1	..	..	..	..	1
Pistol, .45.....	1	..	..	..	..	1
Magazine, Filled.....	3	..	..	..	..	3
Ammunition (Ball Pistol Cal. .45).....	21	..	..	..	..	21
Suspenders, Off, Type.....	1	..	..	..	..	1
Pouch, First Aid.....	1	..	..	..	..	1
Watch.....	1	..	..	..	..	1
Compass.....	1	..	..	..	..	1
Field Message Book.....	1	..	1	2	..	2
Packet, First Aid.....	1	..	..	..	..	1

MISCELLANEOUS

B	Brush, Shoe.....	..	..	1	1	..	1
U	Brush, Clothing.....	..	..	1	1	..	1
Y	Cleaning Materials (Shoe and Brass).....	..	..	1	1	..	1
	Flashlight, 2-Cell Comp. w/Extra Battery and Bulb.....	1	..	..	..	..	1
	Knife, Pocket.....	1	..	..	..	..	1
	Lighter.....	1	..	..	..	..	1
	Fluid (Extra).....	..	..	1	1	..	1
	Mirror (Steel).....	..	1	..	1	..	1
	Whistle.....	1	..	..	..	..	1
	Comb and Brush.....	..	1	..	1	..	1
	Repair Kit (Housewife).....	..	1	..	1	..	1
	Shaving Equipment.....	..	1	..	1	..	1
	Soap in Container.....	..	1	..	1	..	1
	Razor Blades.....	..	10	100	100	100	200
	Towel, Face.....	..	1	6	7	12	19
	Towel, Bath.....	..	1	5	6	..	6
	Toilet Preparations (Misc. Units) Tooth Brush, etc.....	..	1	1	2	12	14
	Medicines (Misc. Units).....	..	1	..	1	6	6
	Nail File.....	..	1	..	1	..	1
	Fountain Pen and Pencil.....	1	..	..	..	..	1
	Cigars and Cigarettes (Carton or Boxes).....	..	1	..	1	11	12
I	Tents Shelter Halves—Poles and Pins.....	..	..	2	2	..	2
S	Blankets.....	..	1	2	3	..	3
S	Sleeping Bag and/or Bed Rolls.....	..	..	1	1	..	1
U	Bar, Mosquito.....	..	..	1	1	..	1
E	Headnet, Mosquito.....	..	..	1	1	..	1
	Locket—Trunk.....	..	..	2	2	..	2
B	Suitcase or Zipper Packs.....	..	1	..	1	..	1
U	Books—Professional, etc.....	..	..	..	..	..	..
Y	Matches, Packages of 12.....	..	1	5	6	..	6
	Maps.....	..	..	..	..	..	..
	Polaroid Sun Glasses.....	..	1	..	..	..	1

APPENDIX F

EQUIPMENT CHART

INDIVIDUAL CLOTHING	Alws.	Ref.
Belt, Web, Waist (M-1937).....	Ea. 208	
Cap, Garrison, Khaki, E. M.....	Ea. 416	*7
Cap, Garrison, OD.....	Ea. 208	*7
Cap, Herringbone Twill.....	Ea. 260	
Cap, Leather, Motorcyclist.....	Ea. 1	*8
Cap, Winter, MAL.....	Ea. 211	*7 *8
Coat, Wool, Serge.....	Ea. 208	*7
Drawers, Cotton, Protective, MAL.....	Ea. 422	*5
Drawers, Cotton, Shorts or Drawers, Wool.....	Ea. 1040	*12
Gloves, Cotton, Protective, MAL.....	Pr. 422	*5
Gloves, Leather, Heavy, MAL.....	Pr. 4	*1
Gloves, Wool, OD., MAL.....	Pr. 4	*7
Handkerchief, Cotton, White.....	Ea. 832	
Hat, Herringbone Twill.....	Ea. 78	
Helmet, Steel (M-1).....	Ea. 211	
Hood, Wool, OD., Protective, MAL.....	Ea. 211	*5
Insignia, Collar, E. M.....	Ea. 208	
Insignia, Collar, E. M., U. S.....	Ea. 208	
Insignia, Shoulder-Sleeve.....	Ea. 416	
Insignia, Slv., Chv., Serv., Ctn., Mstr. Sgt.....	Pr. 5	
Insignia, Slv., Chv., Serv., Ctn., 1st Sgt.....	Pr. 5	
Insignia, Slv., Chv., Serv., Ctn., Stf. Sgt.....	Pr. 35	
Insignia, Slv., Chv., Serv., Ctn., Corpl.....	Pr. 5	
Insignia, Slv., Chv., Serv., Ctn., Pfc.....	Pr. 225	
Insignia, Slv., Chv., Serv., Wl., Mstr. Sgt.....	Pr. 4	
Insignia, Slv., Chv., Serv., Wl., 1st Sgt.....	Pr. 4	
Insignia, Slv., Chv., Serv., Wl., Stf. Sgt.....	Pr. 28	
Insignia, Slv., Chv., Serv., Wl., Corpl.....	Pr. 4	
Insignia, Slv., Chv., Serv., Wl., Pri. 1st Cl.....	Pr. 180	
Jacket, field, OD., MAL.....	Ea. 208	*7
Jacket, Herringbone Twill.....	Ea. 146	
Laces, Legging, Extra.....	Pr. 21	
Laces, Shoe, Service, 40 In., Extra.....	Pr. 42	
Leggings, Canvas, Dismounted (M-1938).....	Pr. 208	
Muffler, Wool, OD., MAL.....	Ea. 208	*9
Necktie, Cotton Mohair, OD.....	Ea. 416	
Overcoat, Wool, Melton, OD., Roll-Collar.....	Ea. 78	*7
Overshoes, Arctic, MAL.....	Pr. 211	*3 *11
Raincoat.....	Ea. 208	
Shirt, Cotton, Khaki, MAL.....	Ea. 426	*7
Shirt, Flannel, OD.....	Ea. 416	
Shoes, Service.....	Pr. 416	
Suit, 1 Pc., Herringbone Twill.....	Ea. 260	
Trousers, Cotton, Khaki E. M. MAL.....	Ea. 426	*7
Trousers, Herringbone Twill.....	Ea. 146	
Trousers, Wool, OD.....	Ea. 416	*7
Undershirt, Cotton, Protective, MAL.....	Ea. 422	*5
Undershirt, Smr. Slvs. or Undershirt, Wl.....	Ea. 1040	*12
Insignia, Slv., Ch., Ser., Ctn., Tec., Gr. 4.....	Pr. 90	
Insignia, Slv., Ch., Ser., Ctn., Tec., Gr. 5.....	Pr. 385	
Insignia, Slv., Ch., Ser., Wl., OD., Tec., Gr. 4.....	Pr. 72	
Insignia, Slv., Ch., Ser., Wl., OD., Tec., Gr. 5.....	Pr. 308	

	Alws.	Ref.
Cap, Wool, Knit (M-1941).....	Ea. 211	*7
Hood, Cloth.....	Ea. 208	*9
Toque, Wool, Knit (M-1941).....	Ea. 208	*9 *10
Socks, Cotton.....	Pr. 624	
Socks, Wool, Heavy or Light.....	Pr. 624	
Coat, Mackinaw, OD.....	Ea. 130	*7

INDIVIDUAL EQUIPMENT

Bag, Barrack.....	Ea. 416	
Bag, Canvas, Field, OD. (M-1936).....	Ea. 3	
Blanket, Wool, OD. (M-1934), MAL.....	Ea. 844	*6
Can Meat (M-1932).....	Ea. 211	
Canteen (M-1910).....	Ea. 211	
Carrier, Pack (M-1928).....	Ea. 208	
Comforter, Cotton Filled, MAL.....	Ea. 211	*2
Cover, Canteen, Dismounted (M-1910).....	Ea. 211	
Cup (M-1910).....	Ea. 211	
Fork (M-1926).....	Ea. 211	
Haversack (M-1928).....	Ea. 208	
Knife (M-1926).....	Ea. 211	
Pin Tent, Shelter, Wood.....	Ea. 1070	
Pole Tent, Shelter.....	Ea. 214	
Pouch, First Aid Packet (M-1924).....	Ea. 211	
Roll Bedding, Waterproofed (M-1935).....	Ea. 3	
Spoon (M-1926).....	Ea. 211	
Suspenders, Belt (M-1936).....	Ea. 3	
Tag, Identification (M-41).....	Ea. 422	
Tape, Cotton, for Identification.....	Ea. 211	
Tent, Shelter Half.....	Ea. 214	
Toilet Articles.....	Set 208	
Towel, Bath.....	Ea. 208	
Towel, Huck.....	Ea. 432	
Belt, Carbine.....	Ea. 211	
Pocket Magazine for Carb. Cal. .30 (M-1).....	Ea. 422	

ORGANIZATIONAL CLOTHING

Outfit, Prot. Cloth, Imperm, Type II.....	Ea. 10	*13
Mittens, Insert, Trigger Finger.....	Ea. 416	*9
Mittens, Shells, Trigger Finger.....	Ea. 208	*9

ORGANIZATIONAL EQUIPMENT

Bag, Canvas, Water Sterilizing.....	Ea. 3	
Bar, Mosquito, MAL.....	Ea. 211	*2
Bucket, Galvanized, 14 Qt.....	Ea. 2	
Can, Galvanized, with Cover, 10 Gal.....	Ea. 1	
Can, Galvanized, with Cover, 16 Gal.....	Ea. 1	
Can, Galvanized, with Cover, 24 Gallon.....	Ea. 1	
Can, Galvanized, with Cover, 32 Gallon.....	Ea. 1	
Container, Water, 5 Gallon.....	Ea. 40	
Case, Canvas, Dispatch.....	Ea. 1	
Chair, Folding, Metal or Wooden.....	Ea. 30	
Chest, Fiber, Record Company.....	Ea. 1	
Desk, Fiber, Field, Empty, Company.....	Ea. 1	
Flag, Guidons, Bunting.....	Ea. 1	
Fly, Tent, Wall, Large, with Pins and Poles.....	Ea. 1	
Goggles (M-1938).....	Ea. 1	
Headnet, Mosquito, MAL.....	Ea. 211	*2
Lantern, Electric.....	Ea. 1	
Lantern, Gasoline.....	Ea. 2	
Marking Outfits, Stamping Metal.....	Ea. 1	
Range, Field (M-1937), 3 Unit.....	Ea. 1	

	Alws.	Ref.
Screen, Latrine, C-W Pins and Poles.....	Ea.	1
Stove, Tent (M-1941).....	Ea.	12
Stretcher, Shoe.....	Ea.	1
Table, Camp, Folding.....	Ea.	24
Tent, Storage, with Fly Pins and Poles.....	Ea.	12
Tool Kit, C-W Tools, Carpenters'.....	Ea.	1
Tool Set, C-W-T, Electrician.....	Ea.	1
Typewriter, Portable, Elite Type.....	Ea.	1
Whistle, Thunderer.....	Ea.	4
Kit, Sewing.....	Ea.	18
Unit, Water Heating.....	Ea.	3

NOTES

*Maximum allowance, 1 per E. M. when authorized by C. O.

*2 Maximum allowance, 1 per individual when authorized by C. O.

*3 Maximum allowance, 1 per male individual when authorized by C. O.

*4 Maximum allowance, 1 per individual in Engineer Corps when authorized by C. O.

*5 Issued only when authorized by T of Opns. Comdr.

*6 Maximum allowance, 4 per individual when authorized. No additional blankets to be issued until 1 comforter has been issued unless otherwise authorized by T of Opns. Comdr.

*7 Due consideration should be given to location where units are to serve and season of the year.

*8 Until exhausted.

* Authorized for issue within the areas indicated below, to E. M. while performing guard or sentry duty, or regularly assigned as truck drivers, motorcyclists and chauffeurs of vehicles not equipped with enclosed cabs or the equivalent.

Service Commands:

First —Entire Service Command.

Second —Entire Service Command except Delaware.

Third —Entire Service Command except Maryland and Virginia.

Fifth —Ohio and Indiana only.

Sixth —Entire Service Command.

Seventh—Entire Service Command except Arizona, California, and those parts of Washington and Oregon west of the Cascade Range.

*10 Issued only when authorized by C. O. in locations indicated below:

Service Commands:

First —Entire Service Commands.

Second —Entire Service Command except Delaware.

Third —Entire Service Command except Maryland and Virginia.

Fifth —Ohio and Indiana only.

Sixth —Entire Service Command.

Seventh—Entire Service Command except Arizona, California, and those parts of Washington and Oregon west of the Cascade Range.

*11 Authorized for issue to individuals in Continental U. S. on authority of C. O.'s in the following locations:

Service Commands:

First —Entire Service Command.

Second —Entire Service Command.

Third —Entire Service Command except Maryland and Virginia.

Fifth —Ohio and Indiana only.

Sixth —Entire Service Command.

Seventh—Entire Service Command.

Ninth —Entire Service Command except the following: Arizona, California, and those portions of Oregon and Washington west of the Cascade Range.

*12 Not to exceed two pair, may be wool as directed by C. O.

*13 To be stored in nearest available depot for issue as determined by T of Opns. Comdr.

See WD Cir. 74, for items issued at Reception centers.

APPENDIX G

GLOSSARY

A

Awl, Hand—An instrument used to pierce leather, making a hole for thread to pass through in hand stitching.

Awl, Machine—An instrument on sole stitching machine which performs the same function for machine stitching as the hand awl for hand stitching.

B

Back Stitch—A substitute for machine stitch.

Baste—To sew loosely together. A temporary stitch.

Bedford Cord—A vertically ribbed cloth, made in several varieties.

Belly Wool—From the belly of the sheep. Shorter, wavier, tenderer, and likely to be urine or dung-stained.

Belt Dressing—A wax compound applied to the inside of drive belts to prevent them from slipping on the pulleys.

Belting, Leather—Leather drive belting used for power transmission.

Belting, Web—Canvas belting used for power transmission.

Black Wool—Whether the fleece is entirely black or only partially so, it is classed as black wool.

Blending—The mixture together of different qualities of similar materials to produce a uniform product.

Bobbin—A spool for holding thread.

Bolt—A roll of a woolen, or worsted, piece goods.

Bottom Leveler—A ridged, rotating metal drum. When the stitched sole is pressed against the leveler, the leather is forced back tight around the stitches.

Bristle—An animal (hog) or wire bristle attached to waxed thread in hand sewing to act as a guide for the thread in passing through the holes made by the awl.

Broken Pick—A streak across the width of the fabric caused by a missing, or partially missing, pick.

Brush, Finishing Machine—A round, rotating, bristle brush on finishing machine used to polish shoes.

Brush, Inking—Resembles a tooth brush, having a wooden handle and four rows of white bristles. Used to apply burnishing ink to edges of shoes.

Buffer Wheel—A circular wire brush used to roughen the surface of leather or rubber prior to cementing.

Burling—The removal of any knots, loose threads or burrs after weaving.

Burnishing Ink—Leather coloring used to produce a uniform color on repaired shoes.

Burnishing Roll—A rotating wooden wheel covered by a rubber cushion, over which a leather or cloth cover is fitted. Wax is applied to the cover, and by pressing the heels of newly repaired shoes against the cover, the heels are waxed and burnished.

C

Card Clothing—A fabric with wire teeth inserted from the back side.

Chain Stitch—A stitch used to sew button holes.

Clip—The quantity of wool shorn at a single shearing.

Coarse Wool—Below low quarter in grade.

Combination Cloth and Paper Abrasive—Powdered abrasive applied to a combination cloth and paper base. Comes in different grits and shapes for different uses.

Combing—A process used in cotton and wool, to parallel the fibers and separate the short fibers from the long.

Condition—Refers to the amount of vegetable matter present in the raw stock.

Cotty—Tufts of wool felted together.

Count—Number of warp or filling threads per inch. Also size of yarns.

Crimp—The natural waviness in a wool fiber.

Cross-Stitch—A stitch, used for decoration and the prevention of raveling.

Cut—A standard length of cloth, woolen yarn number.

Cutter Shield—A shield on the edge trimmer which prevents the cutting blades from going beyond the edge of the sole, thus preventing damaging of the upper of the shoe.

D

Darn—A system of laying stitches by hand or machine to cover a hole or strengthen a weak spot in the fabric.

Decatizing—A finishing operation in which the desired amount of moisture is replaced in the cloth.

Diagonals—Twill lines.

Draft—The reduction in diameter of an end by extenuation.

Drawing—The preparation of the wool after combing and before spinning. A process of doubling and drafting.

Drill—A stout, twilled cotton material bleached, unbleached or dyed.

Drive Tack Puller—A claw-like device with two teeth which are forced under heads of nails. The nails are then pried from the leather by the tack puller.

E

Edge Setter Iron—A fluted, rotating, iron wheel, heated by friction. Wax is applied, and as it melts on the warm wheel, it is held in the flutes. When the edge of a sole is then pressed against the setter, it is waxed and set.

Edge Trimmer—A rotating, multi-bladed, machine part used to trim the edges of newly attached soles.

End—A general term used for the product of the drawing and spinning frames.

End Cutting Nippers—A plier-like instrument with cutting ends used for nipping nails off close to the surface of leather.

F

Face of Cloth—The side especially finished to show.

Fell—To sew with a plain running hand stitch.

Felt—Fibers united by application of heat, moisture, and mechanical agitation.

Filler—Leather (or other substance) used to fill in the space between the slipsole and the insole of welt-type shoes.

Filling or Woof—The crosswise system of threads in piece of cloth.

Finishing Roll Cover—A roll cover for the finishing machine.

G

Gigging—A process of producing a nap on woolen fabrics.

Grain Side of Leather—That side which on the animal had the hair. Sole leather is attached with the grain side out.

Gray Goods—Woven or knitted fabrics that have received no bleaching, dyeing or finishing.

H

Haft—A receiving handle holding an awl.

Heel Breaster—An abrasive, rotating, cone-shaped device, which is used to sand smooth the breast of the heel.

Heel Pad—Sheepskin leather pad, shaped to the heel portion of the insole and cemented over it.

Heel Plate—A metal plate nailed over the back portion of leather heels to prevent excessively rapid wear at this part of the shoe.

Hobnail—A large-headed nail driven into the bottom of the sole and heel of a shoe to prevent slipping, and to add wear to the sole.

I

In the Gray—The unbleached or undyed cotton cloth.

Insole—A leather sole shaped to the inside bottom of a shoe to prevent slipping, and to add wear to the sole.

J

Jack—A stand with a steel last at the top. The shoe is placed on the jack with its bottom up while it is being repaired.

K

Knife, Curved Lip—A leather knife with a curved lip or guide on its end, which prevents cutting beyond the desired point. The lip may curve to the right or left, depending on which hand the repairman uses in cutting.

Knife, Skiving—A square-point leather knife.

L

Last—A wooden form made in the shape of a foot, around which the upper of the shoe is fitted and shaped.

Lasting Tack—A slender cut tack used in lasting uppers, and also in holding leather in place temporarily in repair work.

Lockstitch—A stitch locked by looping used in attaching soles to shoes.

M

Mackinaw—Thick woolen cloth made in plaid patterns for jackets or windbreakers.

Mark—To lay out dimensions with chalk.

Mercerizing—The treatment of cotton yarn, thread, or fabric with a strong solution of caustic soda while under tension.

Mispick—An improperly placed filling yarn in weaving.

N

Nail, Clinching—A steel wire or cut iron nail used in applying soles to shoes. A large headed clinching nail is used for rubber soles, while a small headed nail is used for leather.

Nail, Rubber Heel—A large headed iron or steel wire nail used in attaching rubber heels.

Nail Set—A small punch used to set nails in rubber heels.

Nap—The hairy surface of the cloth produced by brushing, gigging, or napping.

O

Oil, Neatsfoot—Applied to leather to preserve it, to prevent cracking, to add wear, and to give it water resistance.

Open Seam—To press the wrong side of the seam flat.

Over Cast—To prevent raveling by sewing the edges with long wrapping stitches.

Outsole—The soling on the bottom of the shoe.

P

Pick—One filling thread the width of the cloth.

Piece—A length of woven cloth.

Pincer—Plier-like device used to pull nails, worn soles, and heels from shoes.

R

Rasp—A rough file, which is used to roughen the surface of leather before cement is applied.

Reversible—A textile fabric that can be used on both sides.

Revolving Nail Dish—A revolving dish with compartments. Used to hold different kinds of nails, each kind in its own compartment.

Rubber Wax Stripper—A rubber device through which waxed thread is pulled on the sole stitching machine. It squeezes the excess wax from the thread.

S

Scouring Wheel—An abrasive-covered, rotating drum used to sand the bottoms and edges of shoes smooth.

Seconds—Materials containing imperfections of such nature as to affect the quality of the material.

Shank of Shoe—A term used to designate that portion of a shoe bottom which lies between the ball line and the heel breast.

Shoe Hammer—A knurled, faced hammer used in soling and heeling shoes. This contrasts with the long slender tack hammer, which has a magnetized head and is used for lasting work.

Shoe Patching Machine—A sewing machine for repairing uppers of shoes. Cannot be used to stitch heavy leathers.

Silesia—A closely woven, light weight, smooth-finished cotton fabric used for linings and trouser pockets, etc.

Singe—To remove the fibrous fuzz from fabric or yarn by passing it over an open gas flame or an electrically heated plate.

Skiver—A machine which bevels (or skives) leather to the proper angle for joining of two pieces of leather smoothly, and without lumps.

Sliptap—A leather half sole extending from the toe of the shoe to the shank, and placed between the outsole and the insole.

Sliver—A continuous strand of carded wool, in a loose untwisted condition.

Sole Leather Tap—Sole leather which is die cut to the approximate shape of a half sole.

Spinning—The process of drawing, and twisting, roving into an end of yarn.

Sponging—Process of shrinking fabrics before cutting into garments, by wetting the cloth, squeezing out the surplus water, and drying.

Staple—Refers to the length of the fiber.

Stick Polish—Used for finish only, and not for color. It is applied to the revolving brush located on the finishing machine.

Stitch—To hold two or more fabrics together by the use of a thread.

Suiting—A general term applied to a variety of weaves, weights, and finishes.

T

Tack Hammer—Long slender hammer having a magnetized head. It is used in lasting work.

Tempering Pan—A receptacle used to temper leather by wetting in water.

Thread, Patching—A fine thread used in the shoe patching machine.

Thread, Sewing—A variety of yarn, normally plied and characterized by a combination of twisting and finishing with waxlike materials to secure a compact, smooth, flexible strand.

Thread, Stitching—A heavy, many-corded thread used in sole stitching.

Three-ply—Three separate threads twisted together into one cord.

Toe Plate—A metal plate attached to the toe of a leather sole to minimize wear at this point.

Twill—A class of fundamental weaves forming diagonals in the cloth.

Twist—The number of turns per inch in a thread or yarn.

Two-ply—Two yarns twisted into one.

U

Unfinished Worsted—Worsted men's wear with a nap finish that obscures the weave.

W

Warp—The yarn that runs lengthwise in a woven fabric.

Wax, Finishing—A colored polishing wax applied to finishing roll cover, from which it is applied to the shoe by friction and pressure.

Wax, Hand Sewing (or Shoemaker's Wax)—A hard wax used to strengthen thread for hand sewing.

Wax, Stitching Machine—Atomic wax, which is melted and applied to sole stitching thread for greater strength.

Weave—The interlacing of warp and filling yarns to form a cloth.

Welt (Welting)—Endless leather strip, $\frac{9}{16}$ inches wide and $\frac{1}{8}$ inches thick, and grooved on one side near one edge.

Wood Shoe Peg—A small, square maple wood peg which is driven into old nail holes to fill them before new nails are driven in.

Woof—The yarn that runs crosswise in a woven fabric.

Worsted—Yarns and fabrics made by the worsted system of spinning, either Bradford or French. Nominally, wools of $1\frac{1}{2}$ inch staple, or better, are used.

Y

Yarn—Fibers when spun into one continuous strand.

Yarn Numbers—Based on its length and weight.

STUDENT NOTES

STUDENT NOTES

STUDENT NOTES

STUDENT NOTES

